

## **ASSESSMENT-RECORDING CLERK I / II**

### **DEFINITION**

To perform specialized duties in recording, preparing and maintaining legal documents including vital statistics, assessment rolls, master property records and personal property records; to perform difficult and complex clerical work as assigned; to input various assessments and property market values; and to perform related duties and responsibilities as required.

Assessment-Recording Clerk I is the entry-level classification in the Assessment-Recording Clerk series. Incumbents learn and perform specialized clerical duties associated with the recording and maintenance of legal documents, receiving close supervision within a framework of well-defined policies and procedures.

Assessment-Recording Clerk II is the journey-level classification in the series. Incumbents exercise independent judgment and have a higher level of responsibility than an Assessment-Recording Clerk I. Positions in this class are normally filled by advancement from the I level, or when filled from the outside, require prior assessment / recording clerical experience.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assessment-Recording Office Manager and the Assessor-Recorder.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

Assists the public, in person and over the telephone, in assessment and recording procedures and in resolving related problems.

Receives, checks, accepts or rejects documents for recording.

Examines, records, registers, indexes and files legal instruments, vital statistics, maps and other documents.

Photographs and/or computer scans recorded documents and vital statistics records.

Processes changes in property ownership, searching and checking title and property descriptions and making calculations.

Prepares supplemental tax bills.

Processes boat and airplane assessments; enters values into database and applies them to statements.

Processes exemption claims and property statements.

Prepares cancellations and corrections to the secured and unsecured tax rolls.

Assists the Property Mapper in keeping maps current and correct.

Performs general bookkeeping work as required, including preparing billing invoices, receiving and receipting various fees, balancing monies received, preparing deposits, preparing periodic financial reports, etc.

Prepares and submits quarterly and annual statistical reports as required.

Assists the public in the use of records, and provides copies as needed.

Prepares certified copies of official records, vital statistics and maps.

Performs general clerical work as required, including but not limited to copying and filing documents, shredding documents, sending and receiving faxes, entering and retrieving computer data, answering the telephone, processing mail, etc.

*Assessment-Recording Clerk II:* (In addition to the above)  
May provide instruction and leadership of Assessment Clerk I staff as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

*Assessment-Recording Clerk I:*

Modern office practices and technology, including filing systems, receptionist / telephone techniques, business letter and report writing, and the use of computers for word processing and record-keeping.

Basic business arithmetic.

English usage, spelling, grammar and punctuation.

Safe work practices.

*Assessment-Recording Clerk II:* (In addition to the above)  
Pertinent federal, state and local laws, codes, ordinances and regulations.

County organization, policies and procedures.

Legal instruments that affect property ownership.

Appraisal processes and procedures.

Principles of financial and statistical record-keeping.

Basic mapping procedures used in assessment work.

Basic principles of instruction and leadership.

**Ability to:**

*Assessment-Recording Clerk I:*

Learn and understand pertinent federal, state and local laws, rules and regulations, and County policies and procedures.

Understand and execute written and oral instructions.

Respond appropriately, effectively and promptly to the needs of internal and external customers.

Use computers effectively for word and data processing and records management.

Type or word process accurately at a rate required for successful job performance.

Perform mathematical computations with accuracy.

Maintain accurate statistical records.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

*Assessment-Recording Clerk II: (In addition to the above)*

Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, policies and procedures.

Use initiative and sound, independent judgment within established guidelines.

Organize and set priorities for a variety of projects and multiple tasks in an efficient and effective manner.

Establish and maintain complex and extensive record-keeping systems and files.

Provide effective leadership and instruction as assigned.

**TYPICAL WORKING CONDITIONS**

Work is performed in a normal office environment.

**TYPICAL PHYSICAL REQUIREMENTS**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-

visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

*Assessment-Recording Clerk I:*

Two years of general clerical experience including public contact.

*Assessment-Recording Clerk II:*

Three years of increasingly responsible clerical and/or technical experience involving the review of technical or legal documents, or two years as an Assessment-Recording Clerk I in Mariposa County.

#### **Education:** *(Both Assessment-Recording Clerks I and II)*

High school diploma or GED equivalent, including or supplemented by coursework in typing, word processing, bookkeeping and related subjects.

#### **Additional Requirements:** *(Both Assessment-Recording Clerks I and II)*

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.**