



JOB DESCRIPTION

<i>Title</i>	Administrative Assistant II			
<i>Department</i>	Assessment & Taxation		<i>Job Class</i>	A 12 3
<i>Driving Required</i>	No		<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	Feb. 2022	<i>Reviewed</i>	July 2022	<i>Revised</i>

Purpose

Provides clerical, administrative, and customer support to the Assessment and Taxation department. Responsibilities include advanced data entry and retrieval, file maintenance, advanced word processing, document preparation, reception and customer service duties, bookkeeping related functions, and serves as the first point of contact with visitors to the department.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Perform clerical and administrative duties within the department. May include scheduling, taking notes and minutes for meetings, coordination of workflow within and outside the department. Follows and interprets Oregon Revised Statutes for Property Tax Assessment and Taxation.
- Department reception and customer service duties. Professionally greet visitors, respond to incoming phone calls, provide accurate and timely responses to inquiries and complaints, send/receive emails, and maintain ongoing communication with the public. Assist in answering questions regarding veterans exemptions, senior deferral, personal property and transient room tax.
- Receive, transfer, or refer calls to appropriate sources. Provide basic program information and policy interpretations related to department/program services.
- Accurately enter and retrieve data from A&T applications, including complex or technical materials (e.g. legal forms, formal documents, complex records). Interpret data for proper input to program formats.
- Process records and files. Distribute reports in a timely manner to appropriate parties. Assist in locating documents for the public and/or assist the public in locating and researching records.
- Process transactions, compute or verify data, fees, or payments. Accurately transmit, screen, or convey information using proper formats, documents, and procedures.
- Perform advanced bookkeeping-related functions which may include funds tracking, invoicing, balancing daily receipts, processing purchase orders, and



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depositing funds. Balance large amounts of cash, credit, and checks daily. Assist with monthly billings.

- Create a variety of documents such as letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, and legal documents. Verify and correct grammar, spelling, and formatting. Update and maintain spreadsheets, databases, and reports, and tracking/log data for the department.
- Sort, arrange, file, and maintain documents and records. Review files for completeness and accuracy. Update and purge files according to department/program guidelines.
- Research and compile data from a variety of sources, some confidential in nature. Check completed materials for accuracy and compliance.
- Work independently to plan and arrange own work sequence. Prioritize projects and assignments. Provide backup support to staff when needed, and report operating problems to supervisor.
- In coordination with supervisor, maintain, amend, or develop department procedures, routines, and filing systems.
- Prepare and publish notices, including social media postings and webpage management, as directed and in accordance with established procedures and policy requirements. Provide support as needed to review completed forms and documents for accuracy and compliance prior to distribution through public or internal communication channels.

Education & Experience

High school diploma/GED. Minimum two (2) years of experience and training including experience in a professional environment or any satisfactory combination of experience and training.

Knowledge, Skills & Abilities

- Advanced knowledge of clerical and administrative support profession.
- Basic recordkeeping skills.
- Knowledge of advanced bookkeeping related functions.
- Ability to read and write proficiently.
- Excellent customer service and problem-solving skills.
- Knowledge of office procedures and operation of various office equipment.
- Advanced data entry and computer operation skills.
- Working knowledge of PC and word processing software.
- Working knowledge of mapping and property classification systems; legal terminology and documents and records relating to property ownership.



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Desired Qualifications

Ability to read and write Spanish. Previous experience working in a county assessment and taxation office.

Physical Demands

May require moving materials, books, files, etc. weighing up to 50 pounds. Extended periods of sitting and standing.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Professional office environment.

Supervision Received and Exercised

Reports directly to the county assessor and deputy assessor. No supervisory responsibilities.