

JOB DESCRIPTION

Job Title: Deputy Clerk I
Department: Assessor
Reports to: County Assessor

Type: Full Time – 35 hrs. per week
FLSA Status: Non-Exempt
Pay Range: \$15.00-\$16.76



POSITION SUMMARY

The Deputy Clerk I in the Assessor's Office provides clerical, administrative, and customer service support under the direction of the Real Estate Director and Personal Property Director. This position serves as a primary point of contact for the public, assisting taxpayers, real estate professionals, and other entities with property records, assessments, and related documentation.

ESSENTIAL POSITION DUTIES & RESPONSIBILITIES

The following statements are intended as general examples of the duties of this position and are not all-inclusive for specific positions. Other reasonable duties may be assigned.

- Assisting the public by presenting maps and property record cards, making copies, and corresponding with real estate companies, surveyors and other various entities that have requested data and charging the appropriate accounts for the data sold.
- Answering questions about property values and preparing Assessor Certification forms for qualifying taxpayers to receive State Tax Credits.
- Assisting the public by filling out correct information on their Personal Property Assessment List, updating their account and marking received in the system.
- Making sure all assessment lists are scanned in the computer system and correctly edited.
- Assisting taxpayers to correct their personal property tax bills or adding the taxpayer to the tax rolls by way of court orders in the Vanguard System.
- Deputy Clerk I is also responsible for authorizing waivers for the Collector's Office, filing and processing incoming mail and emails.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities:

- Punctual and reliable attendance.
- Excellent secretarial skills (e.g., spelling, grammar, and punctuation).
- Computer proficiency or excitement to learn (e.g., Microsoft Word, Outlook, Windows applications, Google).
- Professional attitude and demeanor on the phone, in the office and toward authority, and toward the public.
- Motivated and able to work independently.
- Hold a minimum of a high school degree.

REQUIREMENTS/DEMANDS

The physical/mental demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, if accommodations would not create undue hardship, to perform the essential functions.

- Work is primarily performed in an office environment with extended periods of sitting at a computer workstation.
- Requires frequent use of standard office equipment, including computers, telephone, scanner, and copier.
- Must be able to lift and carry files or boxes weighing up to 25 pounds on occasion.

- Position requires accuracy, focus, and the ability to manage multiple tasks in a deadline-driven environment.

The statements herein are intended to describe the general nature and level of work being performed and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract of employment and are subject to change at any time due to reasonable accommodation, business demands or direction by management.

All candidates must pass a pre-employment background check.

You can apply online at <https://www.sfcgov.org/employment/> or email resumes to cschrum@sfcgov.org.

St. Francois County is an equal opportunity employer and is committed to fostering a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.