

The Assessor's Office is seeking a full time Deputy Clerk I

It is the responsibility of the Deputy Clerk I to work under the direction of the Real Estate Director and Personal Property Director.

Duties include but are not limited to:

- 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.

The Deputy Clerk I may be given additional duties that may arise by the Real Estate or Personal Property Director.

Successful candidates will have the following qualifications:

- 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.

Please email your resume to cschrum@sfcgov.org.