

JOB TITLE: Administrative Assistant II

DEPARTMENT: Assessor

SUPERVISOR: City of Marshfield Assessor

COMPENSATION GRADE: D

JOB SUMMARY

The Assessor's Administrative Assistant is an integral part of a team that has the mission of developing the annual assessment roll for taxation purposes. The employee in that position has the responsibility for important clerical functions which require judgment based on knowledge of the procedures and policies pertaining to the department. After a reasonable orientation period, employee works with considerable independence of action and judgment. Where work is repetitive, there is added responsibility for finality of action.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Is responsible for reception duties, servicing information and collecting service charges, filing, and file maintenance duties. Maintains inventories and orders office supplies. Works with fax, copier, email, scanner, phone system. Works with deeds, sales information and files, building permits, personal property returns, and mobile home files. Assembles and tracks mailings and tax rolls. Is responsible for keeping the reception and office file areas safe and neat.	35%
2.	Works with Windows based assessment software. Enters data on Micro-soft Professional Office, primarily Excel and MS Word (little with Access). Works with Access, email, and GVS.	28%
3.	Makes appointments for field inspections and customers. Manages appointment schedules. Has primary responsibility for telephone servicing and routing phone calls.	26%
4.	Compiles information, types reports, develops audiovisual information for servicing. Researches information for tax rolls. Sends appropriate manufacturing information to the state. Keeps maps and working materials for the office	11%

	current.	
6.	Perform other related tasks.	

REQUIRED QUALIFICATIONS

High school diploma or equivalent with two to three years' office experience is required. Associate Degree preferred. Knowledge of various software programs including Microsoft Professional Office Suite, Microsoft Word, Excel, Access required. Ability to effectively use office equipment such as calculator, computer, telephone, fax machine, scanner, and copy machine. Strong interpersonal and customer service skills. Ability to perform in an active work environment and handle multiple tasks in an organized and effective manner. Ability to calculate percentages, fractions, decimals, ratios. Ability to interpret basic descriptive statistical reports

