

CITY OF MADISON  
POSITION DESCRIPTION

<p>1. Name of Employee (or "vacant"): Hayley Hart</p> <p>Work Phone: 266-4526</p>	<p>5. Department, Division &amp; Section: Assessor's Office</p>
<p>2. Class Title (i.e. payroll title): Administrative Assistant <i>Program Assistant</i></p>	<p>6. Work Address: 210 Martin Luther King Jr Blvd, Room 101</p>
<p>3. Working Title (if any): Board of Review Clerk</p>	
<p>4. Name &amp; Class of First-Line Supervisor: Sally Sweeney</p> <p>Work Phone: 267-8747</p>	<p>7. Regular daily hours of work: Hours/Week: 77.50</p> <p>From: 7:15 To: 4:30</p>
<p>8. Date of hire in this position:</p>	
<p>9. From approximately what date has employee performed the work currently assigned: <i>May, 2007</i></p>	
<p>10. Position Summary: Highly responsible paraprofessional staff support for the Board of Assessor's &amp; Board of Review. Responsible for the Personal Property database, maintenance &amp; support. Supervise the support staff personnel in the absence of the Assessment Services Supervisor. Oversee the daily functions of the support staff.</p>	
<p>11. Time % Functions and Worker Activities: (Do <u>not</u> include duties done on an "Out-of-Class" basis.)</p> <p><b>Maintain Personal Property database with approximately: 5,200 accounts:</b></p> <ul style="list-style-type: none"> <li>15% Processing Statements: checking in, verifying data, pull folders, entering data into database after appraiser's review, reconcile control totals, checking for duplicate accounts.</li> <li>5% Run various personal property reports for staff and public inquiries including assessment roll, duplicate account list, variance report, zero assessment accounts; update index factors; prepare, print and mail statements and dooimage letters on a yearly basis.</li> <li>15% Daily computer maintenance including address changes, open &amp; close personal property accounts after appraisers review; data input of manufacturing personal property accounts.</li> <li>3% Purging prior year personal property assessments, loading proposed assessments to current year.</li> <li>1% Prepare rescind/refund tax documents for appraiser and Treasurer's Office, make necessary changes on the database and assessment roll and reconcile control totals.</li> </ul> <p><b>Open Book Functions</b></p> <ul style="list-style-type: none"> <li>15% Maintain the Real Estate and Personal Property Objection database, including issuing objections to the public, checking in returned objections, answer inquiries regarding objections, train support staff on open book procedures, send out correspondence including certified letters. Run objections reports for the appraisers and management staff.</li> <li>10% Changes and computer maintenance for personal property open book, objections, Board of Assessor and Board of Review</li> </ul> <p><b>Board of Assessor's and Board of Review</b></p> <ul style="list-style-type: none"> <li>5% Schedule hearings, notify board members, assessment personnel and taxpayers, reserve meeting room, create &amp; post agenda to Legistar and copy to Clerks office in a timely manner per State Statute guidelines.</li> <li>5% Enter data for meetings, photocopy objection data for Board members, appraisers, taxpayers and agents; run reports including agenda's; maintain accurate control totals.</li> <li>1% Change assessments on assessment roll and leader sheets</li> <li>1% Process and mail assessment determination notices to taxpayers and agents</li> <li>10% Attend and record Board of Review Hearings as the Board of Review Clerk defined in the State Statutes</li> <li>1% Assume payroll duties in payroll clerks absence</li> <li>5% Train and assist support staff with inquiries on the telephone and in person, answering general real estate and personal property questions, referring taxpayers to appropriate appraiser &amp;/or department.</li> </ul>	

11.

Time % Functions and Worker Activities: (Do not include duties done on an "Out-of-Class" basis.)

- 5% Supervise the support staff in the absence of the Assessment Services Supervisor. Assist in training support staff including hourly and special workers
- 2% Assist with monthly Mobile Home Statements and filing fees, help process year end letters and lottery credit claim forms
- 1% Perform related work as assigned

12. Primary knowledge, skills and abilities required:

Working knowledge of applicable government assessment activities. Working knowledge of assessment procedures and practices. Working knowledge of relevant data processing systems and their development and maintenance. Ability to plan and prioritize the work of subordinates and to actively participate in training, assigning, supervising and evaluating a clerical staff. Ability to analyze administrative and operational problems and recommend solutions. Ability to collect, review and interpret data and to prepare statistical and narrative reports. Ability to establish and maintain effective working relationships. Ability to communicate effectively, both orally and in writing.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Recommended, but not required State Certification at the Assessment Technician Level

15. Physical requirements:

16. Supervision received (level and type):

17. Leadership Responsibilities:

This position:

- is responsible for supervisory activities (Supervisory Analysis Form attached).
- has no leadership responsibility.
- provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
- I have been provided with this description of my assignment by my supervisor.
- Other comments (see attached).

*Harley Hart*  
Employee's Signature

6-24-08  
Date

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

*Sally Sweeney*  
Supervisor's Signature

6-23-08  
Date

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.