

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Work Phone:

2. Class Title (i.e. payroll title):

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Work Phone:

5. Department, Division & Section:

6. Work Address:

7. Hours/Week:

Start time: End time:

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

This is a responsible and varied clerical and administrative support work within the City of Madison Assessor's Office. An employee in this position will assist in the processing of real estate and personal property assessment information. The work includes entering and verifying data on the computer, filing, scanning, and processing incoming mail. After an initial training period, the employee would be expected to perform tasks independently as assigned.

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

- 10 % A. Maintain Files and Data Entry
 - 1. Maintain paper files in parcel number order &/or area/parcel order including: State transfers, building permits and property record cards
 - 2. Update computerized data base of building characteristics, remarks, inspection and lot data after review by the appraiser/technician (keying property record cards). A minimum of 15 property record cards keyed per hour is the general rule.

3. Update computerized sale data with valid/invalid code and state transfer number after the appraiser review.
4. Other miscellaneous filing and/or data entry assigned by the Assessment Services Supervisor.

10% B. Scanning

1. Scan, verify and index property record cards, sketches, personal property statements and other related assessment paper files into the current City electronic filing software

5% C. Public Inquiries

1. Answer public inquiries from customers, telephone and in office.

3% D. Mail

1. Open daily mail, date stamp and distribute.

2% E. Miscellaneous

1. Miscellaneous administrative work assigned by the Assessment Services Supervisor
2. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of office procedures, methods and equipment, including ability to effectively use computers, to include current office software packages (word processing, spreadsheet and database software). Ability to develop, implement and monitor office procedures. Ability to independently perform a delegated office function or assume an area of administrative responsibility. Ability to follow oral and written directions and to communicate effectively, both orally and in writing. Ability to maintain effective working relationships. Ability to maintain adequate attendance.

Ability to type 40 wpm net with 10 or less errors.

Knowledge of assessment practices beneficial, but not required.

13. Special tools and equipment required:

14. Required licenses and/or registration:

15. Physical requirements:

Work is performed in an office environment and is generally sedentary in nature. Employees are expected to use standard office equipment, such as telephone, computer, multifunction copier (fax, scan copy). Ability to access paper files in filing cabinets; ability to key (data entry) computer forms accurately and efficiently according to office standards.

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).

EMPLOYEE

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).

SUPERVISOR

DATE

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