

CITY OF MADISON  
**INTER-DEPARTMENTAL**  
CORRESPONDENCE

DATE: September 20, 2008

TO: Personnel Board

FROM: Gail Glasser, Human Resources

SUBJECT: **Administrative Clerk 1 Position, Assessor's Office**

At the request of the City Assessor, we have conducted a study of one of the three Administrative Clerk 1 positions in the Assessor's office, position #720 in Compensation Group 20, Range 09, held by H. Hart.

Reporting to the Assessment Services Supervisor, the position and two others perform the regular administrative work of the section, including maintaining written and electronic records, verifying information, and entering data to update records; preparing and mailing correspondence, statements, objection and dooamage letters; talking with City residents to answer questions, providing information, and scheduling field staff for assessment activities.

The position studied has additional responsibility for leading co-workers in coordinating activities and problem solving, data management, report preparation for work activities (e.g., the Personal Property database, year-end reporting), and staff support for two Boards dealing with assessment operations: The seven-member Board of Assessors, Assessor's Office staff, who meet weekly from May to November to evaluate protested assessments and report their determination to property owners; and the five-citizen-member Board of Review of the Mayor's appointees, who convene to adjudicate contested assessments.

Based on changes in the position's assignments and responsibilities, we believe that the position should be placed in the higher Administrative Clerk 2 class. In addition to reflecting higher training and experience requirements, the higher class is characterized by highly responsible administrative support work involving responsibility for creation, processing and maintenance of a variety of administrative and financial records and procedures. We further recommend that the incumbent be reallocated to the new class, and we have prepared the necessary Ordinance and Resolution to implement this recommendation.

Attachments

cc: Mark Hanson, City Assessor

Compensation Group/Range	2008 Annual Minimum (Step 1)	2008 Annual Maximum (Step 5)	2008 Annual. Maximum with 12% Longevity
20/09	\$36,659	\$41,218	\$46,176
20/11	\$38,892	\$43,533	\$48,750