

City and Borough Sitka, Alaska

Class Specification

Class Title	Administrative Assistant – Assessing Department
Class Code Number	2160
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining unit
Effective Date	May 2011

General Statement of Duties

Maintains all real, personal and business property records; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain and update the real, personal, and business property records, deed records, appraisal records, maps, plats and assessment records for the Assessing Department. The work is performed under the direct supervision of the Assessor but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, contractors, Real Estate companies, Title companies, Fee Appraisers, banks and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Responds to inquiries from the public, owners of record, attorneys, title companies and various agencies regarding all aspects of property description, ownership and assessments. Also directs inquiries to local, state or federal agencies as needed;
- Perform technical and occasionally complex review of legal documents and descriptions for all properties located in the Sitka Borough. Determine accuracy of all documents in regards to chain of title, legal descriptions, etc. Process the documentation of all ownership changes, leasehold and/or other interests that are taxable and/or non-taxable. Verify owner, location, and description for all recorded plats, and replatted parcels within the Sitka Borough.
- Co-ordinates with Planning Department on the drafting of parcels onto assessing maps and in maintaining accuracy of information displayed on the City & Borough GIS website.
- Provides citizens, co-workers with requested information and data from maps, property information cards and other assessment records;
- Prepares tax rolls for certifications;
- Prepares real, personal property, tax declarations, and assessment mailings; Prepares assessment petition documents;
- Processes returned business and personal property declarations, analyzes content and determines the need for audit;

- Processes and records property ownership changes by entering addresses, legal descriptions and name changes to assessment records;
- Requests sales data from sellers/buyers;
- Obtains subdivision plats from the planning department, records all necessary information and enters information in subdivision book and computer;
- Obtains building permit records and as-built surveys from Building Dept.;
- Processes and audits Senior Citizen/Disabled Veterans exemption applications;
- Assists Assessor in preparing reports for the State;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps Assessor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of legal land description and real and personal property appraisal terminology;
- Good knowledge of real property deeds, leases and sales contracts;
- Ability to operate a personal computer. Proficient in Microsoft Excel, Word and Access;
- Ability to add, subtract, divide and derive percentages;
- Ability to maintain a wide variety of records and files, both paper and electronic;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a ten key calculator appropriate to assigned duties;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Associate's Degree or equivalent in accounting or a closely related field preferred;
- Three years general office experience preferred;
- Some experience in customer service, bookkeeping, map reading, real estate terminology or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Graduation from high school or possession of a GED

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with citizens and other employees both over the telephone and in person;
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect maps and contracts and to produce and review a wide variety of written other materials in both hard copy and electronic form;
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and process a wide variety of documents;
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to handle large maps and charts and to visit other City and Borough locations as necessary.
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