

**Lake County
Baldwin, Michigan**

JOB DESCRIPTION

JOB TITLE: Clerk - Equalization

FLSA STATUS: Nonexempt

REPORTS TO: Equalization Director

DEPARTMENT: Equalization

GENERAL SUMMARY:

Processes recorded documents from Register of Deeds. Posts changes in property descriptions, owner names, addresses, and so forth to work roll and computer database. Prints reports, notices, and rolls from database. Provides information concerning property descriptions and locations, assessed values, ownership, and so forth to citizens, township officials, banks, title insurance companies, and other parties. Assigns addresses to new structures, and records and processes these according to established procedures. Performs related general office duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Retrieves recorded documents from Register of Deeds, separates out property sales, sorts by township, and posts recorded property documents to current assessment roll. Posts land (acreage) sales to tax map.
2. Compares property descriptions to assessment roll, identifies splits or combinations of land, and prepares new property numbers and descriptions according to established procedures.
3. Posts changes in ownership, addresses, property numbers and descriptions, type of sale, and related information to hand recorded work roll and computer database according to established procedures. Prints reports, lists and rolls from database as requested or scheduled, including assessment rolls, tax rolls, tax notices, and assessment change notices.
4. Responds to inquiries from citizens in person and by telephone, and provides factual information recorded in database and logs such as property locations and descriptions, history of changes, or assessed and taxable values. Explains policies and procedures regarding assessment process and refers to appropriate assessor or other officials as appropriate.
5. Responds to requests for copies of documents or land section aerials by making copies, totaling charges, accepting payment, and obtaining receipts if necessary.
6. Assists the Mapping and Addressing Clerk in assigning addresses to new structures by locating property and street on plat book grid, gathering information from townships or road commission as appropriate, and determining appropriate street number. Makes corrections to existing addresses as appropriate. Records new or changed addresses in work roll and computer database, and forwards appropriate notices to postmaster, County emergency communications, and property owners.
7. Performs related office and clerical duties including maintaining files, typing correspondence and forms, processing bills and receipts, bookkeeping, gathering and summarizing department statistics, requisitioning and storing approved supplies, sorting and distributing mail, photocopying materials, monitoring the budget, and maintaining the general operation of the department's office equipment.

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8. Responds to telephone calls from banks, title insurance companies, property insurers, attorneys, township officials, real estate agencies, and so forth, and provides factual information concerning property locations and descriptions, landowner addresses, assessed values, and so forth.
9. Performs variety of related office duties such as retrieving and filing documents, photocopying materials, typing correspondence and reports, calculating totals, replenishing paper and toner in photocopier and computer printer, and so forth.
10. Performs all other duties and assignments as requested that are job related or necessary and deemed appropriate by the Equalization Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to read, write, and spell in order to record, proof, and edit detailed property information with high degree of accuracy; read and interpret maps; perform noncomplex arithmetic calculations; and maintain record keeping and filing systems.
2. Ability to operate office machines and equipment; knowledge of office procedures, filing and record keeping systems; and skill and proficiency in touch typing in order to type correspondence, and enter database changes using a computer keyboard.
3. Ability to maintain records and files, and type materials with required efficiency and accuracy.
4. Interpersonal skills necessary to work cooperatively with others, interact effectively and courteously with diverse groups of callers and visitors, and gather and exchange precise information with variety of internal and external contacts.
5. Analytical abilities necessary to check and verify documents and rolls, maintain records and files, calculate acreage from area measurements, and organize and prioritize work assigned.

EMPLOYMENT QUALIFICATIONS:

The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria. The employer reserves the right to substitute education and experience requirements.

Education: High School Diploma or GED required. Preferred advanced coursework in legal descriptions and assessments.

Experience: Minimum one to two years' experience in a governmental and/or office environment. Preferred two years' experience in mapping, equalization, and/or assessing and demonstrated experience in a governmental and/or public environment that involves appraisals, legal descriptions and maps.

Certifications and/or Licenses: Current and valid Michigan driver's license to operate a motor vehicle and a Level 1 State of Michigan Assessors Certification or ability to acquire one within one year of employment.

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PHYSICAL REQUIREMENTS:

1. Ability to communicate with others in order to gather and exchange information.
2. Ability to conduct and respond to inquiries received by telephone or in person.
3. Ability to continually proofread, check and verify data from printed form and computer monitor display.
4. Ability to use a keyboard and video display terminal to enter, retrieve, and/or audit information and data on a continual basis.
5. Ability to transfer ledgers and books (work rolls) to and from shelves and work tables.

REPORTING RELATIONSHIPS:

1. Reports to the Equalization Director.
2. Has no responsibility for leading or supervising the work of others.

WORKING CONDITIONS:

1. Works in a normal office environment where there are relatively few discomforts due to dust, dirt, noise and the like.
2. Regularly works outside the office in various weather conditions, where there is exposure to dirt, dust, noise, and inclement weather.

APPROVALS:

Name	Supervisor	Date
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Name	County Administrator	Date
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Name	Personnel Committee Chairman	Date
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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.