

Assessor Administrative Assistant

Performs general office functions and maintains operational needs of the Assessor's office. Analyzes requirements, procedures, and problems to automate administrative functions, improve existing systems, create efficiencies, and improve performance in the office.

Responsibilities include working closely with the public, State tax commission, data entry, balancing values, tracking new occupancies, printing and sending out assessment notices. This position requires two years related office experience with knowledge of excel and perform other job-related duties and tasks as assigned.