



Clerk IV - Assessment

Department: Tax Assessment

DESCRIPTION

Under general supervision, learns and performs a variety of support work in the preparation of assessment rolls, master property records and occupation rolls; learns to provide support and assistance with the calculation of assessments and market values of property; and to do related work as required. Assists Tax Claim with a variety of administrative details if needed.

SPECIFIC DUTIES

- Perform a variety of support work in the production of assessment rolls.
- Maintain and update records and indexes regarding property ownership and mailing addresses, includes occupation.
- Input assessment related data into the CAMA computer system.
- Learn and processes property transfers and prepares change of ownership statements for mobile home parks.
- Assist the public with completion of forms and the use of the computer.
- Prepare and mails questionnaires and forms.
- Maintain records and compiles information for reports.
- Assist with the development of reports.
- Provide information to the public for assessment and delinquent tax questions in person, over the telephone, and via email/fax.
- Mail out mass mailing of homestead applications to owners and handle the data entry process of approvals and denials
- Handle all scanning in the office
- Open and distribute mail.
- Assist with processing of delinquent tax window payments and agreements.

SUPERVISORS RESPONSIBILITIES

None

WORKING CONDITIONS

Work will be performed in an office environment with continuous contact with other staff and the public.

DESIRED SKILLS

- Ability to understand methods and practices of record keeping and filing.
- Possession of public relations techniques and correct usage of the English language, as well as spelling, grammar, and punctuation.
- Basic computer operation knowledge, including working knowledge of Word, Excel, and Access.
- Experience with maintaining files and with information retrieval systems.
- Familiarity with use of computers in maintaining records and information as well as modern office methods and procedures.

- Ability to learn and perform a variety of Assessment Office clerical support work, including: gather and organize data and information, assist with the preparation of reports, read, understand, and apply pertinent codes and rules in the assessment of property and record keeping.
- Ability to make mathematical calculations quickly and accurately.
- Effective speaking and writing skills.
- Capability to understand and carry out oral and written directions.
- Aptitude to maintain effective communications and good relations with the public, and to establish and maintain cooperative working relationships.
- Ability to read and interpret maps, assessment books, property descriptions and legal codes.
- Skills to type and/or use work processing software at a speed necessary for successful job performance.
- Working knowledge of computerized information systems and use a computer for maintaining and updating assessment roll and property information.
- Ability to deal tactfully and courteously with the public and other staff when explaining the functions and policies of the Assessment Office.

POSITION REQUIREMENTS:

- High school graduate or equivalent plus one (1) year of experience.
- Must submit to and pass a pre-employment drug screening and background check per County policy.

Application Instructions:

To apply, visit [Lycoming County Careers](#) or scan the QR code below:

Please follow the website instructions and submit your resume and cover letter as requested.



FOLLOW US!



For further assistance, please contact County of Lycoming Recruiting at: 570-320-2100

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events. Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees. We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

Esta Organizacion Participa en E-Verify