

**PULASKI COUNTY ASSESSOR OFFICE**

**POSITION DESCRIPTION FOR VACANCY**

**APPLICATION CAN BE SENT TO PULASKI COUNTY ASSESSOR**

**[PULASKIASSESSOR@PULASKICOUNTY.IN.GOV](mailto:PULASKIASSESSOR@PULASKICOUNTY.IN.GOV)**

**ASSESSOR OFFICE, 112 E. MAIN ST., WINAMAC, IN 46996**

**Department: Assessor's Office**

**Purpose of Position:**

Under supervision of the Pulaski County Assessor, the Deputy is responsible for performing a variety of duties in support of the efficient operation of the Assessor's Office including but not limited to: accurately calculating and maintaining records of assessed values on real and personal property for taxing purposes.

**Essential Duties and Responsibilities:**

- Answers telephone and greets visitors providing information and assistance.
- Process sales disclosures and deeds. Update the Transfer Histories in LOW, make appropriate memos for sales. Sales Disclosures and Deeds are filed accordingly.
- Responsible for entering new Commercial Properties into the system and making any changes to the properties during Reassessment or Improvements & Removals. Make appropriate memos for all changes made to Commercial Properties. Monitor changes to businesses as they occur and document such.
- Assist with Reassessment and Improvement & Removal work. Make appropriate changes to improvements, notating such in the form of a memo on the PRC. Check parcel for proper allocations, proper pricings and that property class codes are correct.
- Maintain files for Non-Profit Exempt Businesses. Process applications for new non-profits, monitor compliance issues and address the exemption for any non-compliant entities with the Counsel. Monitor and contact non-profits that fail to file their personal property by the due date. Report yearly values to the Auditor. Complete Form 120's for each non-profit with updated real and personal property values. Update mailing addresses and prepare the mailing for the 120's.
- Maintain files for Personal Property Tax Abatements. Process approved Tax Abatement applications. Check personal property filings for accuracy, make sure all necessary forms are included, check equipment list for non-abatable equipment. Make any corrections necessary and send Form 113PP to the business. Send CF1's to the county counsel for approval.
- Maintain Conservancy Files. Determine acreage included in the conservancy and figure assessed value over and above current assessment. Report yearly values to the Auditor.
- Assist taxpayers with completing their personal property forms correctly.
- Assist taxpayers with Notice of Assessments filed through our office for improvements or removals.
- Process outgoing mail thru the postage machine.

- Assist taxpayers, realtors and other interested parties in researching past property sales.
- Prepares Correction of Errors.
- Attends various meetings, conferences, seminars, etc. including state-call Assessor Conferences.
- Attend necessary classes to obtain Level I, Level II and Level III certifications.
- Performs a variety of clerical/administrative tasks including typing, filing, composing correspondence, ordering supplies, etc.
- **Performs other related essential duties as required and or as directed by Assessor.**

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Ability to operate a variety of automated office machines including typewriter, calculator, copier, computer, telephone system, fax machine, laser printer, postage scale/meter, etc.
- Ability to use and utilize various departmental tools and equipment including acreage wheel, tape measures, etc.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching and reaching; tasks require visual perception and discrimination; ability to work at a keyboard for extended periods of time.
- Ability to lift 20+# boxes into the hallway cabinets.

### **Mathematical Ability**

- Ability to add, subtract, multiply, divide, calculate decimals and percentages and measure date.

### **Language Ability and Interpersonal Communication**

- Ability to comprehend and correctly use a variety of informational documents including property record cards, personal property returns, taxpayer records, sales disclosure forms, building permits, appeals, tax statements, utility reports and other reports and records.
- Ability to comprehend a variety of reference books and manuals including Indiana Code books, plat maps, soil survey maps, transfer books, assessment regulations, State Tax Board manuals, computer/office equipment handbooks/manuals, etc.
- Ability to prepare property record cards, numerous State forms, checklists, receipts, memos, correspondence and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to accurately record and deliver information, meet deadlines and maintain confidentiality of restricted information.
- Ability to use and interpret legal, assessing and real estate terminology and language.
- Ability to perceive and discriminate sounds and shapes.
- Ability to use independent judgement, common sense and principles of influence and rational systems in the performance of tasks.

- Ability to work under stressful conditions, to respond immediately to crisis situations and to balance priorities within and between offices/departments.
- Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to deal with upset and/or irate persons calmly and professionally.
- Ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.
- Ability to communicate effectively with taxpayers, computer consultants, suppliers/vendors, attorneys, real estate agents, State Tax Board, insurance company personnel, Assessor, Auditor, other County personnel and the general public verbally and in writing.

### **Environmental Adaptability**

- Ability to work effectively in an office environment.