

**Allamakee County Assessor  
110 Allamakee St,  
Waukon, IA 52172**

**Title:** Office Manager/GIS Technician  
**Job Description:** 3/28/2024

**Department:** Assessor's Office

**Purpose of Position:**

Under general supervision, provides various support services within the County Assessor's office. Work includes mapping, customer service, general office, clerical and related administrative support operations.

**Essential Job Duties & Responsibilities:**

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.*

Provides customer service to the public in a professional courteous manner. Assists customers in the Assessor's office by answering questions or providing information. Prepares homestead, military and all other credit and exemption applications. Learns requirements and deadlines for these credits and exemptions and is able to explain them to the applicants. Enters and maintains all applications in current administrative software package.

Performs various secretarial duties including answering telephone, claims, tax estimates, address changes, customer requests, ordering office supplies, inventory, billing, deposits, petty cash, mail, assessment rolls, forest reserve, and computer data entry.

Process name changes on deeds and contracts. Enter sales data and maintain sales record books.

Electronic mapping duties as required.

Attend schools, conferences and seminars as required by the Assessor.

**Knowledge, Skills and Abilities Required:**

Knowledge of standard office practices and procedures.

Knowledge of basic accounting practices.

Knowledge of the various forms available in the Assessor's office.

Knowledge of procedures for signing up county residents for programs offered through Assessor's office.

Knowledge of procedures along with the ability to read legal descriptions, and transfer ownership of real estate on appropriate software utilized in the Assessor's office.

Skill in dealing with the public in a courteous, helpful manner.

Ability to operate standard office equipment such as telephone, computer, and photocopier.

Ability to maintain orderly electronic files and records using standard filing sequencing systems.

Ability and desire to learn new technology and methods of accomplishing the goals of the Assessor's Office.

**Entry Requirements:**

High school diploma or G.E.D. equivalent. Computer literacy. Possession of valid State of Iowa Driver's license.

**Work Environment:**

Works inside, primarily at a desk. Uses standard office equipment. Deals directly with the public in office and on the telephone.

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

**Physical Requirements:**

Manual and finger dexterity sufficient to use calculator, computer keyboard, and related office equipment. Sensory requirements regarding numerical/clerical and forms perception, vision requirements (see numbers, figures etc.) at a distance of 20" or less... Requires periods of sustained standing at counter, periodic bending, stooping, reaching (horizontal and vertical), climbing steps, lifting and moving records and books of moderate weight (less than 50 lbs.).

**Cognitive Demands:**

Requires the ability to compare, copy, compile and compute data using clerical, numerical and form perception using plat books, aerial photographs, soil survey maps, deeds, contracts, and related information sources. Requires basic math skills (addition/subtraction, multiplication/division) and demonstrated keyboarding and related

computer skills. Reads legal descriptions and computes rates, ratios and percents. Ability to use cooperation and teamwork to accomplish objectives.

**Language Ability & Interpersonal Communication:**

Speaking and hearing ability sufficient to deal effectively with a broad spectrum of clients. Requires the ability to interview clients to obtain basic background information, write identifying information, counsel, and advise people, understand the meaning of words and use them effectively, to obtain information related to people and data by following established processes and procedures.

**I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer.**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

**Allamakee County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**