

Champaign County Job Description

Job Title: Clerk

Department: Supervisor of Assessments

Reports To: Supervisor of Assessments or Assistant Deputy

FLSA Status: Non-exempt

Employment Status: Bargaining Unit – AFSCME General Unit

Prepared Date: May, 2023

SUMMARY Performs specialized duties involved in processing and maintaining property tax exemptions, sale declarations, assessment records and other County documents, sometimes confidential duties and routine administrative functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Must interpret and follow 35ILCS 200/15-165 thru 173 of the Illinois Property Tax Exemption Act.

Provides directions, instructions and explanations regarding exemptions, assessments, equalization, calculations and a variety of other issues. Requires responding to all taxpayers with dignity, respect and tact.

Interprets sketches and building characteristics on property record cards and provides information to the public as requested.

Types and proofreads reports, correspondence, forms, etc.; may type confidential materials; may use word processing equipment and scans documents.

Answers the telephone, takes and relays messages and responds to telephone inquiries whenever possible, forwards calls to appropriate party.

Assists at counter answering questions and helping the public in researching information contained in a variety of public records.

Explains regulations, statutes and administrative policies regarding exemptions and the property tax cycle; provides information to the general public with regard to these policies.

Assists in the completion of exemption forms along with appropriate documentation for eight property tax exemptions and name/address changes. Verification of income from Federal 1040's, DD214 Military Discharge, verification of four different types of disability documentation and statutory rental lease requirements. Knowledge of the statutory guidelines for each property tax exemption is required. Also assists in the research of genealogy of parcels.

Makes and confirms appointments as directed and receives and schedules visitors.

Organizes and maintains files of records and correspondence of both a routine and confidential nature. Assists Chief Deputies with annual scanning, removal, storage and organization of files required by the Records Disposal Act.

Completes initial inventory of office supplies and provides information as to supply levels and provides input as to ordering requirements.

Receives a variety of documents, computer entry, and files documents and forms.

Utilizes a computer to maintain a variety of records, enters and updates data including name and address changes, sales information, exemptions, sales declarations and exemption information.

May identify legal descriptions; must utilize GIS maps, complete assessment information, update ownership records, data entry of sales information and data entry of real estate declaration information into Illinois Department of Revenue MYDEC program.

Prepares and maintains actions, non-homestead exemptions, and other documents as directed by the Clerk of the Board of Review.

SUPERVISORY RESPONSIBILITIES May train new clerk employees and occasionally exercise limited supervision over them as directed by Chief Deputies.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE High school diploma or general education degree (GED); with courses in general office procedures, bookkeeping and computer entry and one year of responsible office/clerical experience or equivalent combination of education and experience. Skill in operating a typewriter, personal computer, on-line computer terminal, various printers, fax machine, scanner and other office equipment as necessary.

LANGUAGE SKILLS Ability to read and comprehend simple instructions, short correspondence, and memos and to use good English. Ability to write correspondence. Ability to effectively present information to co-workers, township assessors and the general public. Requires skill in the application of office methods and procedures.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; talk; or hear. The employee is occasionally required to stand; walk; use hands to finger; handle; or feel; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Normal office working conditions. The noise level in the work environment is quiet to moderate.

Note: This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.