

**INGHAM COUNTY
JOB DESCRIPTION**

SECRETARY - EQUALIZATION

General Summary

Under the supervision of the Equalization Director, performs a variety of secretarial and clerical support functions related to the equalization process. Coordinates the preparation of various Equalization reports, enters data to computer to record and update ownership, gathers various appraisal related data for use in real property appraisals, and provides clerical/administrative support to department.

Essential Functions

1. Performs secretarial and clerical support functions such as answering the telephone, filing, making appointments and reservations, and taking and transcribing dictation. Composes and types letters in response to requests from taxpayers, local and state officials, and others.
2. Assists the public by telephone or in person, including taxpayers, banks, title companies, mortgage companies, realtors, and surveyors with assessment related issues and provides information on property descriptions, assessing procedures, tax histories, tax numbers, ownership boundaries, and related information.
3. Maintains and updates tax file information received from the local units. Enters data to record and update ownership, legal descriptions, name and address changes, assessment and sales information and other data to computer. Verifies that all changes have been accurately entered.
4. Enters property description data to the computer and reads and interprets descriptions to spot check errors.
5. Designs and creates computer documents using word processing and and spread sheet applications for various department uses. Writes macros to link forms to equalization data bases.
6. Serves as back-up to the Tax Services Program Assistant on the county's in-house assessment/tax administration system. Assists in the diagnosis and resolution of software problems and in the preparation, installation, and upgrading of software. Trains users in the basic operation and maintenance of microcomputer equipment and software.
7. Obtains various appraisal related data from public records, property owners, and realtors, frequently referring to maps, plat books, and other support materials. Compiles and verify pertinent data used in writing and preparing property appraisals.

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8. Assists the Director compile and furnish information requested by county, local unit, and state departments.
9. Assists the Director in drafting and monitoring the departmental budget. Coordinates the accounts payable function for the department includes completing forms for the payment of vouchers, preparing purchase orders and maintaining documentation. Requisitions office supplies.
10. Prepares Board Resolutions and other county documents, under the supervision of the Director.
11. Serves as secretary to the county Remonumentation Committee.

Other Functions

12. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: High school graduation or equivalent with course work providing knowledge of spreadsheet software and data processing systems.

Experience: Two years of experience which included data processing and provided some familiarity with the assessment and equalization process.

Other Requirements: Prefer Level I certification

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve documents from office files.

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Ability to enter and retrieve information from the computer.

Periodic prolonged periods at computer terminal.

Ability to reach, lift and carry assessment rolls and large folders of maps weighing up to 40 lbs.

Ability to operate copier, postage meter, and other office equipment.

Working Conditions:

Works in office conditions.

