

CLERK TAX ASSESSOR'S OFFICE

Cherokee County, SC

**Location**

110 Railroad Avenue
Gaffney, SC 29340

Job Type

Full Time

Department

TAX ASSESSOR'S OFFICE

FLSA

NON-EXEMPT

Job Summary

The purpose of this position is primarily customer service and requires constant contact with the public. This role must be knowledgeable of tax law, be able to explain various aspects of the law to the public and interpret the laws for proper implementation of real property classifications, exemptions, and deed transfers. This position performs simple to moderately complex clerical work in support of efficient and effective Tax Assessor's Office operations. This role works under close general supervision of the Assessor and/or Deputy Assessor according to set procedures but determines how and when to complete tasks.

Essential Functions

Essential Functions	% of Time
<ul style="list-style-type: none"> • Administration Duties <ul style="list-style-type: none"> ➤ Making copies of all paper deeds and online deeds. ➤ Updating property cards to match current ownership and sales data. ➤ Transferring property ownership into our CAMA system. ➤ Processes applications and determines eligibility for Legal Residence and Agricultural exemptions based on current South Carolina tax laws. ➤ Determine the class, ratio and various tax exemptions for properties based on current South Carolina tax law. ➤ Review files to ensure property information is correct. Proofread and check information for accuracy and completeness. ➤ Draft and send denial letters to those not approved for Legal Residence or Agricultural property exemptions. ➤ Scanning all documents into their assigned folders. ➤ Filing all documents in their assigned locations. ➤ Reading obituary's and SCDPH lists to remove property tax exemptions from the deceased's property. ➤ Sorting permits. ➤ Daily mail duties (Incoming, outgoing, time stamp.) ➤ Log all property appeals in the appeal spreadsheet. 	55%
<ul style="list-style-type: none"> • Customer Service Duties <ul style="list-style-type: none"> ➤ Answer and direct incoming phone calls ➤ Interact with the public, covering the front counter performing customer service ➤ Communicate with the public, realtors, attorneys, co-workers, supervisors, surveyors, etc. to provide and exchange information of public records. ➤ Assist customers in counter, via e-mail, via phone with items relevant to Tax Assessment and/or provide customer information on the correct office to direct any questions not related to the Tax Assessor's Office. 	40%
<ul style="list-style-type: none"> • Other Misc Duties as Assigned: <ul style="list-style-type: none"> ➤ Assist the County Tax Assessor, Deputy Tax Assessor, and Appraisers/Property Listers with special projects under their direction as needed. 	5%

Qualifications

Job Requirements

- Requires a High School Diploma or GED or specialized vocational training.
- Ability to read and understand permits, property descriptions, leases, deeds, death certificates, contract of sales, and other legal documents.
- Proficient with technology, i.e. Microsoft Office Products, Adobe Products, Mapping Applications, etc.
- Must be able to operate a motor vehicle and in possession of a valid driver's license issued by the State of South Carolina
- Must be able to successfully pass a drug screen

Performance Requirements

- Ability to:
Compare and or judge the readily observable functional, structural, or compositional characteristics {whether similar to or divergent from obvious standards} of data, people, or things.

Speak and/or signal to people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Read a variety of documents and reports. Requires the ability to prepare documents and reports, using the proper format, punctuation, spelling and grammar.

Communicate with co-workers, supervisor, other County employees, and the general public while exhibiting poise, voice control, and confidence.

Apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Understand tax law as it relates to assessment and properly apply it to job related duties

Organize and maintain large amounts of files and information.

Other Information

Working Conditions

Primary Work Location: Cherokee County Administration Building
110 Railroad Avenue Gaffney, SC 29340

Physical Demands:

Performs sedentary work that involves sitting, staring at computer screens for moderate periods of time. May involve exerting up to 20 pounds of force on a recurring basis, requires skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office tools within moderate tolerances and limits of accuracy.

Mental Demands:

Continuously requires the general ability to learn and to understand instructions and underlying principles; understand and follow oral and written instruction, and the ability to make decisions in accordance with established procedures and policies.

Americans with Disabilities Act Compliance

Cherokee County is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. Prospective and current employees should contact Human Resources to request an ADA accommodation.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.