

ORGANIZATION: HARNEY COUNTY
DEPARTMENT: ASSESSOR'S OFFICE
JOB TITLE: APPRAISER TRAINEE/DATA INPUT/OFFICE CLERK

JOB QUALIFICATION REQUIREMENTS:

Strong written and oral communication skills.

Strong mathematical/analytical skills.

Equivalent to graduation from a four year college of university with major coursework in business administration, forestry, agriculture, engineering or allied subjects, **OR** any satisfactory combination of experience & training which demonstrates that the above mentioned knowledge, skill and ability has been obtained.

Must have a good working knowledge of computer skills, including various formats found as part of a normal PC operating system, i.e., Word, Excel, etc.

Must have a good working knowledge of office procedures such as basic bookkeeping, filing, etc.

Must have the ability to operate electronic calculating machine at a speed and accuracy level necessary for successful job performance.

Must have the ability to operate various business machines, i.e., fax, copiers, scanners, printers, telephones, microfilm and microfiche machines.

Must have the ability to perform under the constraints that large workloads and serious deadlines impose on a year in and year out basis.

Must have the ability to establish and maintain cooperative working relationships with all those contacted in the course of work, including, but not limited to, fellow employees and customers. Individual must bring a positive attitude to the workplace and have the ability to be a productive member of the Assessment and Tax Office.

SPECIAL REQUIREMENTS:

Possession of a valid Oregon driver's license.

Ability to operate manual transmissions and 4-wheel drive vehicles.

(Included in the above requirement would be the ability to perform BASIC vehicle maintenance and repair, i.e., changing flat tire, etc.).

PREFERRED REQUIREMENTS:

Ability to read and interpret maps and legal descriptions.

Basic construction knowledge relating to stick-built homes, manufactured structures, square footage calculations, etc.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility in all types of terrain, which may include walking long distances.

Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating items such as standard office equipment (computer keyboard, calculator, etc.)