



## POSITION OPENING

<b>POSTING DATE:</b>	November 1, 2018
<b>DEPARTMENT:</b>	Supervisor of Assessments
<b>POSITION TITLE:</b>	Senior Transaction Clerk
<b>HOURS:</b>	Full-Time (37.50 Hrs/Wk)
<b>FLSA:</b>	Non-Exempt
<b>AFFILIATION:</b>	Union-Teamsters-Unit B
<b>GRADE:</b>	11
<b>WAGE:</b>	\$14.24 - \$17.81 per hour
<b>APPLICATION DEADLINE:</b>	November 14, 2018

Interested candidates should submit a resume and a County Employment application to:

Gary Twist, Supervisor of Assessments  
11 S. 4<sup>th</sup> Street  
McKenzie Building Suite 410  
Pekin, IL 61554

The Tazewell County Employment application and job description can be found on the Tazewell County website at: <http://www.tazewell.com/> at the under "How Do I.. Apply for a Job?."

Tazewell County is an Equal Opportunity Employer



## Tazewell County Job Description

**Job Title:** Senior Transaction Clerk  
**Department:** Supervisor of Assessments Office  
**Reports To:** Supervisor of Assessments  
**Job Status:** Non-Exempt  
**Affiliation:** Union-Teamsters-Unit B  
**Grade:** 11  
**Prepared Date:** May 5, 2015

**SUMMARY** Appointed by the supervisor of Assessments and under the direct supervision and direction of the Chief Deputy Assessor, this position performs a variety of semi-routine, moderately complex to profoundly complex clerical and technical work involved in maintaining assessments records and interactions with the public.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned to meet business needs.

1. Train new Assessment Office Clerical Staff.
2. Determine correct assessment information on Real Estate Transfer Declarations.
3. Submit Real Estate Transfer Declarations to Illinois Department of Revenue
4. Provide assistance to taxpayers and others who come to the office or phone in for information.
5. Prepare and process Senior Freeze, Homestead Exemptions and other exemptions.
6. Assist the Chief Deputy Assessor and Office manager in assessment database maintenance and data relative to the Assessment Office official sales ratio study.
7. Maintain current mailing addresses and property record cards.
8. Trace legal descriptions from Real Estate Transfer Declarations.
9. Contact parties to real estate transactions to verify information accuracy, when required.
10. Assist with filing and maintenance of office records.
11. Prepare and mail correspondence as needed.
12. Research discrepancies in ownership interest, parcel address and mailing addresses.

13. Copy and distribute land record changes to township assessors and assist in monitoring permits.
14. Assist in other programs and projects as required.
15. Communicate effectively with the general public regarding property assessment related information. Also communicate effectively with various county offices including but not limited to the Recorder of Deeds, County Clerk, Board of Review, Township Assessor and users of land records to correct or clarify data as necessary.
16. Provide senior level technical assistance and problem solving ability with CAMA and tax system software system and insure that the data is accurate.
17. Oversee that the workflow of the deeds and sale declarations and policy and procedures of the office.

**SUPERVISORY RESPONSIBILITIES** This job has no direct supervisory responsibilities.

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

**CERTIFICATES, LICENSES, REGISTRATIONS** A Certified Illinois Assessment Officer is desirable.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED) with three years related experience and/or training; or equivalent combination of education and experience in office/clerical duties experience. Requires a good working knowledge of computer capabilities.

**KNOWLEDGE, SKILLS AND ABILITIES** Requires knowledge of approaches to value of appraisal work, Illinois Department of Revenue Assessment Theory, Property Tax Code Statues, and interpret GIS maps and data-layers.

**REASONING ABILITY** Use independent judgment in problem solving with minimal supervision yet recognizes the limitation of authority and responsibilities. Be able to handle high degree of stress due to deadlines.

**LANGUAGE SKILLS** Ability to read and interpret documents such as deeds, maps, and policy and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees and to meet with the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to

walk; sit; reach with hands and arm; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

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

*The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.*