

POSITION DESCRIPTION

Title: Chief Administrative Assistant (Re-Appraisal)

Department: Revenue Commission

Job Analysis: January 2015, October 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: **Assistant Chief Appraiser**, Chief Appraiser and Revenue Commissioner

Subordinate Staff: None

Internal Contacts: Members of the Revenue Commissioner's Office

External Contacts: General Public, Attorneys, Real Estate Agents and Appraisers, Title Companies, Vendors

Status: Classified/Non-Exempt (310)

Job Summary

Work involves advanced clerical duties (often complex) along with administrative requirements including recording all proceeding of formal or informal meetings of the Chief Appraiser on request. Handles correspondence, inventory control and preparing requisitions for office supplies for the Re-Appraisal Department. This position also involves staying informed on Re-Appraisal schedules and plans to meet annual requirements (notices, BOE schedule, bills, **website updates**, etc.) and consults with **Assistant Chief Appraiser**, Real Property Appraisal Supervisors and Appraisal Clerk Coordinator to make minor decisions and represent the Chief Appraiser or **Assistant Chief Appraiser** when he (she) is not available. Responsible for filing, typing, scheduling and communications for the Re-Appraisal Department. Employee is delegated a wide range of responsibility and does not require close supervision.

Job Domains

A. Clerical

1. Take notation (document information) as needed.
2. Type letters, resolutions and various documents on a daily basis.
3. Maintain all scheduling, filing and communication for Chief Appraiser.

4. Type legal documents, orders and other memoranda as necessary.
5. Maintain office supply inventory and prepare requisitions for same.
6. Prepare and route various perpetual requisitions to accounts payable.
7. Coordinate training course registrations and travel reservations as needed.
8. Assist in data entry required in Re-Appraisal when conditions warrant.

B. Reception and Referral

1. Greet visitors to the office, refer them to whom they need to see.
2. Answer incoming calls to the Chief Appraiser when requested.
3. Provide whatever information is available to general inquiries.

C. Filing and Records Management

1. File all correspondence on a daily basis.
2. File all internal memoranda such as legal documents.
3. Retrieve materials from files upon request.
4. Maintain filing system in an organized manner.
5. Maintain calendar of annual and sick leave requests for all Re-Appraisal employees.
6. Maintain work schedules as indicated by Chief Appraiser, Assistant Chief Appraiser, Appraisal Supervisors and Clerk Coordinator.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of basic bookkeeping procedures.
3. A good working knowledge of English grammar, composition and spelling within acceptable standards of quality and accuracy.
4. A good working knowledge of general office practices and procedures.
5. Skills to communicate effectively with office staff and general public.
6. Skills to read and understand printed reports.
7. Knowledge of filing procedures.
8. Knowledge of office machinery operations.
9. Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.
10. Knowledge and ability to operate PCs and general software and be proficient with the software applications in use in Re-Appraisal (currently Microsoft Office and SharePoint) and be familiar with GIS applications such as ArcMap and GAMA.
11. Proficient in the use of Excel spreadsheets, including formulas and pivot tables.
12. Knowledge of AS400 and database queries.
13. Knowledge of basic website editing.

Other Characteristics

1. Willing to work overtime when necessary.
2. Willing to attend educational courses for advanced training.

3. Ability to work under stress of recurring deadlines.
4. Employee is encouraged to achieve a designation offered through the Alabama Property Tax Education and Certification Program.

Minimum Qualifications

1. **Three (3) years of experience in related work.**
2. Associate degree in accounting, business, real estate or a closely related field is preferred, but extensive work experience in a closely related field will be considered.
3. Or equivalent combination of experience and training that provides the knowledge, skills and abilities necessary to perform the work.