

Perry County is accepting applications for a full time clerk in the Assessment Office until 4:00 p.m. Friday, October 7, 2011. Starting salary is \$10.53 hourly with benefits. For information contact the Tax Assessment office at 717-582-2131. Applications may be downloaded off the website [www.perryco.org](http://www.perryco.org)

Grade 6

1301

**Perry County  
Position Description**

**Position Title:** Clerk

**Department:** Assessment Office

**Reports To:** Chief Assessor

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**Purpose of Position**

The purpose of this position is to maintain assessment and other records, and provide information and assistance regarding assessment matters and in locating properties and other information.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.**

- Provides information and assistance regarding assessment matters; provides assistance with locating properties on tax maps.
- Provides general information regarding tax collections, tax collectors and the taxation process.
- Maintain assessment, occupation and other files.
- Prepares school district census, tax collector maintenance sheets, monthly STEB report and others.
- Must possess excellent people and communication skills.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High school graduate with 5-11 months clerical experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

**Physical Requirements**

- Ability to operate a variety of office equipment including fax machine, calculator, photocopier, telephone, personal computer, and any other software and hardware used to perform the duties of the office.
- Ability to understand how to run programs that print bills and reports.
- Provides information and assistance regarding assessment matters; provides assistance with locating properties on tax maps.

**Mathematical Ability**

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

**Language Ability and Interpersonal Communication**

- Ability to comprehend and interpret a variety of documents including real estate, per capita, and assessor's and tax collector's reports, tax maps, assessment books, etc.
- Ability to prepare a variety of documents including real estate and per capita change forms, and real estate records, tax collector's bonds, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to record and deliver information, explain procedures, and follow instructions.
- Ability to communicate effectively with the general public, local assessors, tax collectors, realtors, attorneys, County office personnel, and others verbally and in writing.

**Environmental Adaptability**

- Ability to work effectively in an office environment.

Perry County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.