

JOB POSTING

Assessment Office Clerk

Tioga County currently has a full-time with benefits vacancy for a Clerk in the Assessment Office.

Applications are available at the Courthouse or online at www.tiogacountypa.us on the right side of the screen under the printable forms section. Applications may also be picked up in person in the lobby of the Courthouse. For more information or questions, please contact the Human Resource office at (570) 723-8205.

OVERVIEW OF THE POSITION

The Assessment Office Clerk performs data entry of property related information, reviews and processes various applications, forms, and deeds, prepares written correspondence, answers general Assessment related questions over the phone and at the counter, processes mail daily, and all other duties as required by supervisor.

MINIMUM REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The following requirements are representative of the knowledge and skills required.

- Requires the ability to communicate in a courteous and professional manner in person, on the telephone, and in writing with the public, taxing authorities, and government officials.
- Requires the ability to follow instructions.
- Requires the ability to prepare and maintain accurate records.
- Requires the ability to comprehend and interpret a variety of documents including letters, building permits, deeds, sub-division plans and procedural manuals.
- Must have ability to establish and maintain effective working relationships with other employees.
- Must be able to exhibit professionalism at all times when dealing with the public.
- Must have basic computer and typing skills (including Microsoft Word and Excel).
- Requires the ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals.
- High school diploma or GED; or an equivalent combination of education, training and experience.

STARTING RATE: \$11.00/hour

HOURS OF WORK: Monday through Friday 8:00 a.m. – 4:30 p.m.

Tioga County is an Equal Opportunity Employer.

Deadline for applications is September 27, 2021