ASSESSMENTS ADMINISTRATIVE ASSISTANT

I. BASIC FUNCTIONS:

The employee occupying the position of this class are responsible for performing complex, skilled administrative work specific to the Assessments Division.

II. DISTINGUISHING CHARACTERISTICS:

The Assessments Administrative Assistant is expected to perform a variety of responsible advanced secretarial and administrative support tasks in carrying out the routine, detail work for the Borough Assessor, the Assessment work unit, and the Board of Equalization. The Assessments Administrative Assistant work is different from other secretarial positions because of the variety of complex work performed for the Assessments Division and Board of Equalization. The Assessments Administrative Assistant is expected to perform both secretarial and administrative work with independent judgment and discretion. Exercise the ability to make decisions according to the type of specialized work performed. Anticipate the needs of the division and board and pay extreme attention to accuracy and detail. Transcribing of decisions made by the Board of Equalization from recorded hearings is mandatory.

Supervision Received:
Supervision is received from the Borough Assessor, and direction may be given by the Board of Equalization. Some guidance is received from the Borough Clerk and Law offices.

Supervision Exercised:
Supervision is not a normal responsibility of this class, although guidance and direction may be provided to other office support staff, as required.

Working Conditions/Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employees in this position work primarily in an office setting. The noise level will normally be quiet to moderately noisy due to office equipment, telephones, and other employees/members of the public with business in the office.

III. REPRESENTATIVE EXAMPLES OF WORK:

Screens telephone and personal callers; determines which matters can be handled independently; refers some to the appropriate office or person to handle; responds to inquiries without advice or direction; maintains appointment and staff personal leave calendars.

Establishes and maintains files, records, and other information sources related to work; keeps suspense file on recurring and other scheduled requirements for replies and reports.

Opens the Borough Assessor’s and Board of Equalization incoming mail and sorts into convenient categories for review; attaches related material when appropriate; prepares some replies independently.

Types, using computerized equipment, varied correspondence, reports, meeting minutes and other materials, from machine or oral dictation, drafts, or general instructions; obtains, organizes, and plans suitable presentation of content; reviews work for format consistency, grammatical construction and typographical accuracy; presents finished materials for review, or distribution.

Provides liaison with work unit contacts within and outside the organization; obtains and disseminates information; conveys directions to work unit staff; makes arrangements for meetings and travel; and provides or arranges for necessary office services such as purchasing, payroll, duplication of materials, obtaining of supplies and equipment, budgeting, and similar functions.

Participates in budget preparation and monitors budget expenditures; maintains supplies inventory, orders supplies, prepares disbursement requests to process invoices for payment; tracks and prepares superior's expenses for payment. Uses current computer program for requisitioning and purchase order processing.

Serves as Records Coordinator responsible for Assessments Division and Board of Equalization records by establishing and maintaining files and directories; providing records management guidance to other Assessments staff; inputs data into the TRIM system for retention purposes.

Serves as Clerk of the Board of Equalization; assists the Board with scheduling of meetings and appeal hearings; keeps schedules and hearing logs; prepares orders, letters and other documentation; assists appellants with questions concerning the Board; compiles and organizes legal documents, exhibits, excerpts of record, and other materials and attachments for meetings, hearings, and superior court filings; prepares and submits Board certification information to the Assembly; writes and files legislation regarding assessment appeal resolutions and codes.

Drafts legislation that pertains to Assessment Resolutions and Board of Equalization Code.

Performs related work as required.

IV. KNOWLEDGES, ABILITIES, AND SKILLS:

Considerable knowledge of secretarial and clerical office practices, procedures, techniques, and equipment.

Considerable knowledge of correct and effective use of English grammar and of business arithmetic.

Considerable knowledge of the principles and practices of clerical accounting, bookkeeping, and budgeting.

Ability to perform typing or stenographic work at an acceptable level of proficiency, as required by the position.

Ability to understand and execute oral and written instructions and to apply guidelines to varied situations.

Ability to express ideas and convey information effectively, both orally and in writing.

Ability to meet and deal with the public in a pleasant and courteous manner.

Ability to maintain and prepare financial records and reports, and prepare legislative documents.

Ability to establish and maintain accurate records and reports.

Ability to establish and maintain effective working relationships with the general public, public and private officials, and fellow employees.

Skill in the use of office machines and equipment, as required by the position.

Ability to observe strict confidentiality of information requirements.

Ability to operate a motor vehicle.

V. GENERAL RECRUITING QUALIFICATIONS:

Minimum: Three years of responsible administrative experience involving the broad scope of secretarial functions.

Valid Alaska driver's license and clear driving record and criminal history is required.

VI. ADDITIONAL INFORMATION:

Tools and Equipment Used:
General office equipment and tools, including computer, printers, typewriter, transcriber, fax machine, copiers, calculator, binding machine, telephone, micro fiche, cameras, or radio communication equipment and motor vehicles.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employees are required to sit for long periods, and to frequently talk and hear, and to use hands to finger, handle and feel. They are also required to periodically stand or walk, and occasionally to climb, balance, stoop, kneel or crouch, and to reach with hands and arms. The employee may be required to lift up to 25 pounds, and on occasion, up to 35 or 40 pounds. Employee may be required to drive a vehicle.

Specific vision abilities required by this position include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus, and adequate vision for the safe operation of vehicles in daylight, darkness, and in all weather conditions.