



Greene County Position Description



Position Title: Administrative Clerk II	Department: Assessor
Reports to: Assigned Supervisor	Grade: 8
Date Reviewed: June 2026	FLSA: Non-Exempt

Purpose of Position

The purpose of this position is to perform field review, clerical, record keeping, and customer service tasks related to the Assessor's Office within the Real and Personal Property divisions., under the direction of the assigned supervisor in the Assessor's office.

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 and assigned.

Perform all Administrative Clerk I task. May be assigned field review, clerical and record keeping tasks in specific areas such as new construction, sales, permitting, real estate and personal property research or commercial property records.

Interact with the public via the phone, email and in person daily.

Enter real and personal property data including but not limited to: ownership, parcel, location, values, exemptions, codes, zoning, addresses etc. Update computer and other records.

Code property information from Assessment Lists, field data reviews, data from various systems and sources.

Type certified exempt property correspondence, confidential correspondence and documents, and a variety of materials from written and oral instruction. May draft and type routine correspondence/form letters.

Provide excellent customer service regarding personal and real property in person, email and over the phone.

Handle incoming and outgoing mail, including sorting, date stamping, filing, scanning and other related tasks as assigned for mail.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Answer phones, emails and written correspondence related to assigned tasks.

Prepare sales letter for mailing. Assist appraisers with returned sales information and data changes.

Mail second notices or personal property assessment lists.

Determine correct address for returned mail, update addresses from property owners who have submitted updates.

Review current assessment lists. Layout and help revise probable changes in assessment list.

Prepare parcel numbers for building permits.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent; vocational/technical training in secretarial science; word processing and spreadsheets preferred; one-year responsible clerical experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Valid motor vehicle operator's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions**Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, and/or sort data, as well as assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information such as new construction reports, property records, spreadsheets, statistical and narrative reports, real estate sales statistics, deeds, maps, assessment lists, information forms, indexes, land listing books, code manuals, policies, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with customers, vendor representative, attorneys, County personnel, and State Tax Commission personnel.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, and ratios. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness, and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Physical Requirements

Ability to operate, maneuver, and/or steer a variety of office equipment and machinery, including computer terminal, telephone, fax machine, calculator/adding machine, and photocopier, motor vehicles, cameras.

Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements such as data entry.

Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling.

Ability to exert light physical effort in sedentary to light work, typically involving picking up, lifting, carrying, pushing, and pulling up to 50 pounds.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors and shapes associated with job-related objects, materials, and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure repetitive computer keyboard use may cause discomfort and poses little risk of injury.

On occasion the ability to work under generally safe and somewhat disagreeable working conditions where exposure to environmental factors such as temperature variations, irate individuals, intimidation, and dogs may cause some discomfort and where there is a risk of injury.

Condition of Employment

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Last Updated: 6/2/2026

Comments/Sections Updated: Reviewed and approved by Management

Last Updated: 9/2/2024

Comments/Sections Updated: September 2024 Reviewed. 8/10/2023 Reviewed to ensure job alignment to duties that can or could be performed in this role. 1/12/2022 Reviewed to ensure job description alignment to actual duties performed.