

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** ASSESSMENT INFORMATION SUPERVISOR  
**DEPARTMENT:** ASSESSOR/CLERK/RECORDER  
**REPORTS TO:** ASSISTANT ASSESSOR

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**CLASS CODE:** 0035  
**FLSA STATUS:** N  
**DATE:** 10/99

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Supervises staff and performs a variety of complex technical and clerical functions, including, but not limited to: overseeing the data control processes of the department, scanning and indexing and a variety of documents, deeds, etc., and updating map books.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; maintaining attendance and payroll records; rewarding and disciplining employees; addressing complaints and resolving problems.

Maintains control of data by proofing documents, making and requesting systems changes and jobs, and ordering, mailing and distributing computer tapes, printouts and labels.

Maintains filing systems and logs.

Performs a variety of data entry functions related to assessment functions, including: value changes, notices, permits, address changes, etc.

Scans recorder index and creates list of documents, → relative to the Assessor's Office.

pulls map books, compares and confirms current assessor record and makes required changes.

Formats and types letters, memos, charts, labels, reports, or other correspondence on a word processor or typewriter.

Answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently; researches complex title and property description questions.

Reports administrative and/or operational problems to supervisor.

Composes confidential correspondence and maintains files associated with same.

Photocopies reports, deeds, memos, and other various documents for requesting parties.

Prepares complex, routine and non-routine lists and reports using spreadsheet software.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal

Typewriter

General Office Equipment

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

High school diploma or GED; and,

Three to four years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

None

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Administration of staff and activities;      either directly or through subordinate supervision.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Correct English usage, including spelling, and grammar;      punctuation, and vocabulary.

Internal departmental policies and procedures.

All computer applications and hardware, including various mainframe and program integration functions, related to performance of the essential functions of the job.

standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

general office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

### **Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Typing from rough draft or printed text using a word processor or typewriter at a rate of 60 words per minute.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

### **Mental and Physical Ability to:**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with situations with several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 20 pounds.

### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

file: assessin.12464

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.