



BINGHAM COUNTY
Is recruiting for the Position of
DATABASE/RECORDS CLERK
November 7th 2024

Salary: Starts at \$16.83/hour Hiring Step DOQ/DOE
Part-time: up to 19 hours/week working mostly afternoons
NO COUNTY BENEFITS
Closing Date: Open Until Filled

Pay Grade: N12

FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function

The principal function of an employee in this class is to process and maintain accurate records related to the assessment and appraisal of all County property. The work requires attention to detail and accuracy in correctly recording information and data. Duties include entering data provided by appraisers, working closely with Deed Specialists to record name changes, legal description changes and other declarations. The work is performed under the general supervision of the County Assessor. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Operates computer terminal to enter, delete and retrieve data related to property descriptions, appraisals, valuations, ownerships, title transfers, etc.;
- Maintains and continually processes splits, combinations, acre changes, legal description changes, etc.;
- Generates computer reports and distributes to various locations/departments;
- Answers incoming phone calls and greets walk-in customers, provides general information to the public, answers questions and inquiries, provides specific information about property values and assessments, assists with data revisions, processes application and change forms, and provides referrals to other departments or staff as needed;
- Runs daily reports to balance and check for errors in recording of all data entry for assessment purposes;
- Processes homeowner exemption applications;
- Processes circuit breaker applications; reviews application for calculation errors;
- Updates and maintains multiple data bases for personal property, circuit breaker, land base, solid waste, new construction, urban renewal and others;
- Maintains a variety of computerized and hard copy files;
- Receives, records, copies, verifies, proofs, and maintains a variety of documents;
- Performs a variety of general office tasks such as typing, copying, filing, phones, etc.;
- Works closely with programmers to design user friendly programs; reviews and updates user manual for tax administration program

- Prepares reports of activities as needed;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Acts as office liaison to address computer problems, suggestions or issues;
- Performs the functions of other Assessor's staff on a back-up basis;
- Serves as back-up to Treasurer functions as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- General office practices and procedures;
- The function of the department of County Assessor and its interrelationship with other County departments;
- Customer service methods and techniques.

Ability to:

- Evaluate and analyze customer needs to provide exceptional customer service;
- Learn and explain Assessor's functions thoroughly to provide information and training and explain detailed processes and procedures;
- Accurately enter data into a computer system;
- Maintain records efficiently and accurately;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform duties accurately and efficiently under time sensitive deadlines;
- Respond courteously to customer inquiries, including under stressful or adversarial circumstances;
- Develop effective working relationships with subordinates, department heads and other state officers and employees and the public;
- Communicate effectively, both orally and in writing;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- General office practices and procedures related to the sale and processing of mobile homes and name changes for county records;
- The function of the department of County Assessor and its interrelationship with other County departments;
- Principles and practices of supervision;
- Customer service methods and techniques.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- One (1) year customer service or office experience is preferred; and
- Experience in database management and using Microsoft Office software is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, view computer data onscreen and review a variety of written materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, calculator and other related office machines;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, and perform repetitive motions in fingering and hand/wrist/arm movements.
- Ability to lift and move up to 50 pounds with or without reasonable accommodation.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you

Items that must be attached to the Application

Valid Idaho Driver's License
Resume

If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting