

**CLARION COUNTY  
OFFICE OF ASSESSMENT  
DEEDS ANALYST/ADMINISTRATIVE SUPPORT**

**POSITION:** Deeds Analyst/Administrative Support  
Full-Time, 80 hours per pay

<input checked="" type="checkbox"/>	External
<input checked="" type="checkbox"/>	Internal

**DEPARTMENT:** Assessment, Clarion, PA

**PAY GRADE:** \$14.00/hour starting rate

**BENEFITS:** Up to family coverage for health, dental, and vision insurance effective first of the month after date of hire (employee pays 12.5% of premium, county pays 87.5%). \$1,500 stipend if you do not need the county insurance. Life insurance coverage at no cost to employees. 5 Vacation days first year, 10 vacation days starting second year, 3 personal days per year, 10 sick days per year, 13 paid holidays off. Enrollment in Clarion County's Pension plan (vested after 5 years, eligible to retire at 55 with 20 years of service).

**POSTING DATE:** Tuesday, April 26, 2022

**DEADLINE TO APPLY:** Tuesday, May 10, 2022 at 4:00 PM.

**QUALIFICATIONS:** High school diploma or equivalent and one year of experience within tax assessment, property appraisal, real estate, or other related field services, or any equivalent combination of education and experience that provides equivalent knowledge, skills, and abilities.

**HOW TO APPLY**

A County application and copy of your transcripts are required to be considered for the advertised vacancy.

Applications are available at:

[www.co.clarion.pa.us/how\\_do\\_i/apply\\_for/employment\\_opportunities/index.php](http://www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php)

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**OVERALL OBJECTIVE OF JOB**

This position provides a variety of high-level administrative services in the Assessment Office. Experience with processing transactions related to properties (sales, transfers, deed/mortgages, appraisals, etc.), and reading property descriptions. The work requires one to have a high attention to detail, strong grammatical skills, and excellent customer service skills.

**ESSENTIAL FUNCTIONS:**

Deeds/Transfers

- Examine deeds, deeds of trust, liens, judgments, easements, and encumbrances to verify legal descriptions of property.
- Forward instruments to the Planning/GIS department when parcels are combined, split, or re-surveyed.
- Collect and record data related to real estate transfers and instruments in a consistent and timely manner. Enter designated information into CAMA (Computer-Assisted Mass Appraisal) software. Enter sales information on the County Property Record Cards.

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- Review instruments for the type of interest transferred, the rights conveyed, and other conditions that could affect the arm's-length nature of the sale.
- Verify sales in a timely, uniform, and transparent manner with guidance for when a sale should be considered valid and what methodologies are acceptable for the validation process.

Administrative/Clerical/Support

- Review the Homestead/Farmstead status for each parcel related to a transfer document and assist with entry, processing, and reporting related to the existing database and new applications. Assist in the maintenance of the Occupation Tax roll.
- Communicate with taxpayers and assist the public to answer assessment related questions and explain factors used in determining valuation.
- Assist in the evaluation of real estate and preliminary review of documentation to establish base-year values.
- Review assessment records to verify the inventory is current and that the appropriate improvements are assessed.
- Assist the Chief Assessor in preparing for the tax appeal process to include scheduling and taking of minutes for the Board of Appeals.
- Coordinate with Veterans Affairs Office to exempt deemed Veterans Exempt Properties
- Prepare Legal Advertisements to appear in local newspapers as required.
- Handles cash checks and credit cards for revenue generated by the Assessment Office. Prepare reports and turn over all funds to County Treasurer.
- Provide clerical support to management and fill-in for field assessors as needed.

OTHER DUTIES OF THE JOB

1. Answers questions and resolves problems regarding real estate and valuations to property owners and general public.
2. Fulfills continuing education requirements to maintain Certified Pennsylvania Evaluator certification.
3. Maintain data entry requirements by following data program techniques and procedures.
4. Attends staffing, training, and other meetings as required.
5. Utilizes computer programs including Microsoft Office programs and other office equipment as needed.
6. Travels as needed.
7. Performs other job-related work as required.

SUPERVISION RECEIVED

Receives instruction and supervision from Chief Assessor in regard to daily work duties.

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works indoors in adequate workspace, lighting, temperatures, and ventilation.
2. Normal office exposure to noise, disruptions and stress.
3. Job duties also requires visiting properties in the outdoors with exposure to the elements.

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PHYSICAL/MENTAL CONDITIONS

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching as necessary to carry out job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands, simple movements of the feet/legs/torso necessary to carry out essential job duties.
3. Medium work, with occasional lifting/carrying of objects with weights of twenty to thirty pounds.

QUALIFICATIONS

EDUCATION/EXPERIENCE

1. High school diploma or equivalent and one year of experience within tax assessment, property appraisal, real estate, or other related field services, or any equivalent combination of education and experience that provides equivalent knowledge, skills, and abilities.
2. Must possess current license from the State Board of Appraisal as a Certified Pennsylvania Evaluator (CPE); OR possess equivalent IAAO certification or other state certification and have the ability to acquire and maintain a CPE certification immediately; OR have the ability to possess a CPE certification within three years from hire.
3. Valid Pennsylvania driver's license.

Clearances:

- Must have acceptable results on all criminal background checks including Act 34 PA State Police Criminal History, Act 151 PA Child Abuse, Drivers Background Check, and FBI clearances.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
  2. Must possess ability to communicate effectively.
  3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, coworkers and others.
  4. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
  5. Must be able to produce required reports, printouts, and data as needed by various departments and to assist others with computer needs and services.
  6. Must be able to pay close attention to details and concentrate on work.
  7. Must be able to sit or stand for long periods of time.
  8. Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.
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**HOW TO APPLY**

A County application and transcripts are required to be considered for the advertised vacancy. Applications are only accepted for positions in which we are *actively* recruiting. Applications received for positions not being advertised or general/blanket applications will be discarded.

Applications are available:

- Online by visiting:  
[www.co.clarion.pa.us/how\\_do\\_i/apply\\_for/employment\\_opportunities/index.php](http://www.co.clarion.pa.us/how_do_i/apply_for/employment_opportunities/index.php)
- In-Person by visiting the Clarion County Human Resource Office on the 2<sup>nd</sup> floor of the Administration Building located at 330 Main Street, Clarion, PA 16214
- By fax or e-mail. You must contact the Clarion County Human Resource Office by calling 814-226-4000 EXT 2909 to share your e-mail or fax number.

**DEADLINE TO APPLY:** Tuesday, May 10, 2022 at 4:00 PM.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
CLARION COUNTY IS A DRUG FREE WORKPLACE

APPLICANTS WHO REQUIRE SPECIAL ACCOMMODATIONS DUE TO A DISABILITY SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT AT 814-226-4000 EXT 2909 FOR ASSISTANCE.