



JOB DESCRIPTION

Bedford County
Bedford, PA

Job Title: Data Entry Clerk

Reports to: Joyce Hillegass

Status: Full-time

Classification: Exempt

Pay Scale/Grade/Salary: Approved by salary board

OVERVIEW OF THE POSITION:

Preparing and processing all paperwork of permits to enable the Assessors to Value any changes to the taxing parcels. Process all Homestead/Farmstead applications. Assist Tax Claim/Tax Assessment with payments, phone calls, and questions.

EXAMPLES OF WORK: (Illustrative only)

- Processing incoming permits into IAS
- Prepare permits for Data Collection
 - Print property Cards
 - Mail questionnaire to customers (blue form)
 - Mail permit list to taxing bodies
- Update spreadsheets on assessed value changes per municipality and school district
- Research, enter and approve/deny all Homestead/Farmstead applications
- Mail letters and Homestead/farmstead applications for renewal of new property owners
- Answer Emails
- Assist Tax Claim with payments, calls and questions

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Some knowledge of office terminology, procedures and equipment; ability to understand oral and written directions.
- Must have good organizational skills
- Capability of speaking pleasant to customers in person and on the phone

**The physical demands and work environment 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.

By signing this I acknowledge that I can perform all of the essential functions and duties described in this job description.

Received by: Signed: _____ Date: _____

Print name: _____