

**ASSESSING DEPARTMENT  
EMPLOYEE JOB DESCRIPTION CLASSIFICATION**

**HEAD DATA ENTRY OPERATOR**

**SUMMARY:**

PERFORMS A VARIETY OF CLERICAL FUNCTIONS WHICH FOLLOW ESTABLISHED PROCEDURES, AND WHICH MAY REQUIRE SOME JUDGEMENT AND SPECIALIZED SUBJECT KNOWLEDGE.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

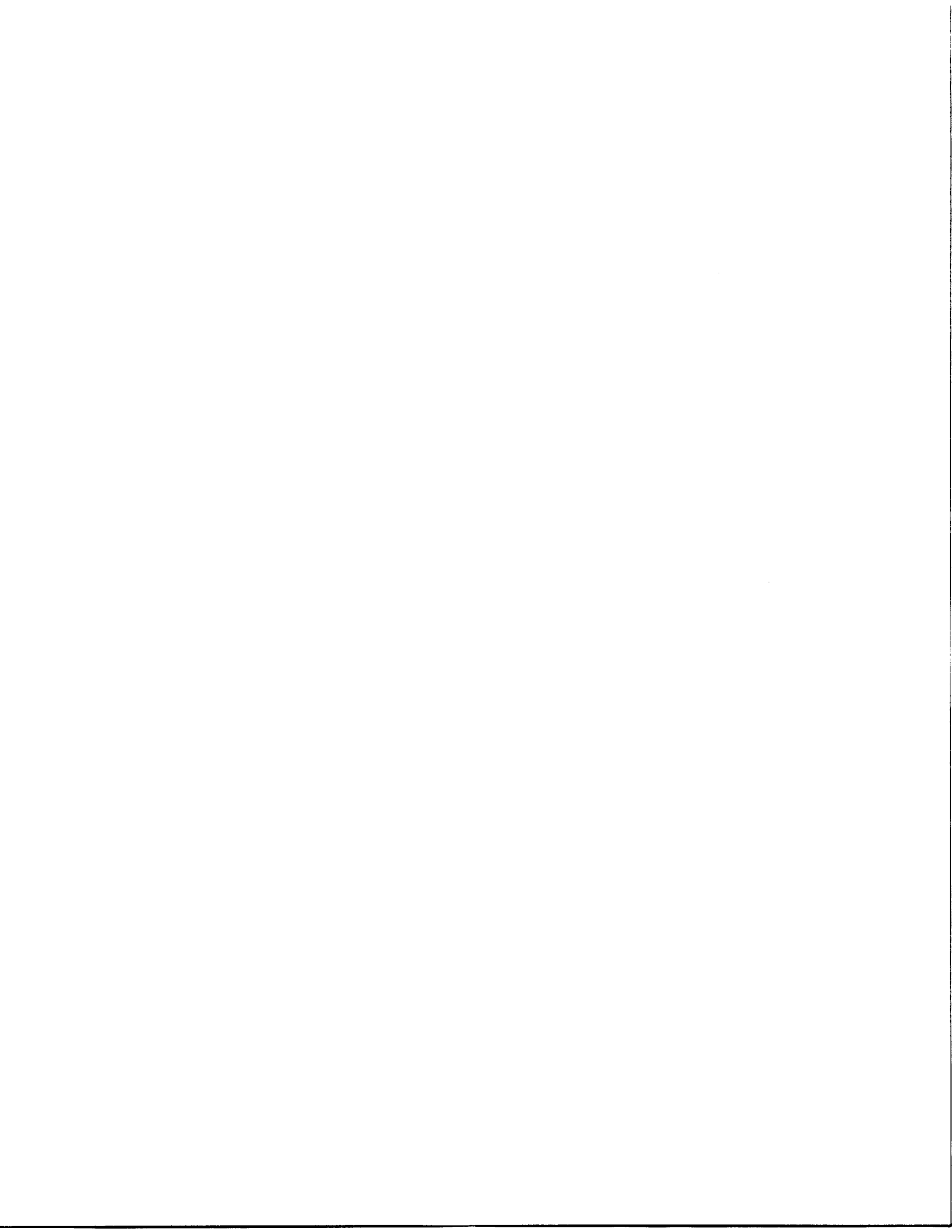
INCLUDE THE FOLLOWING (OTHER DUTIES MAY BE ASSIGNED).

ABILITY TO TYPE CORRESPONDENCE AND OTHER DOCUMENTS AND MATERIALS, USING A TYPEWRITER, WORD PROCESSING SOFTWARE OR PROGRAM RELATED TO MAINTAIN A TAX DATABASE. PERFORM AND MAINTAIN OTHER CLERICAL DUTIES AS REQUIRED, INCLUDING FILING, INDEXING AND RECORDING INFORMATION, MAKING COPIES, SORTING, STUFFING AND MAILING STATEMENTS.

ABILITY TO ASSIST TAXPAYER IN PERSON OR BY TELEPHONE, CONVEY MESSAGES, MAKE TELEPHONE CALLS, FAXES AND DISTRIBUTE MAIL. PROOFREAD RECORDS AND FORM, CONDUCT RESEARCH AS NEEDED ON PROPERTY TAX RECORDS ON EVERY DOCUMENT AVAILABLE FOR PUBLIC INFORMATION, TAX ROLLS, MAPS, OLD CARDS, CERTIFIED TAX ROLLS, APPRAISAL DATA FILE, OR OTHER DOCUMENTS AVAILABLE IN THE HIDALGO COUNTY TAX OFFICE FOR NAME AND ADDRESS RESEARCH.

REVIEWING AND PROCESSING OF ALL PROPERTY TYPES FOR ALL CURRENT AND PRIOR YEAR SUPPLEMENT ADJUSTMENT MODIFICATIONS. ASSIST BY ANSWERING QUESTIONS ON ALL REAL, PERSONAL AND MINERAL CORRESPONDENCE. MAIL SUPPLEMENT OR REGULAR STATEMENT MAILOUTS. DO NAME AND ADDRESS RESEARCH ON RETURN MAIL. PRINT AND MAIL UPDATED TAX STATEMENTS TO CORRECT NAME AND/OR ADDRESS. TAKING TAXPAYERS REFUND APPLICATIONS AND HAVE THE ABILITY TO ANSWER ANY RELATED TAX QUESTIONS TO ASSIST ANY TAX DEPARTMENT OR REFER TO THE APPROPRIATE TAX DEPARTMENT. ABILITY TO MAINTAIN A CODING SYSTEM WITH MORTGAGE COMPANIES AND COLLECTIONS STATUS FILE. UPDATE COUNTY TAX FILE WITH NEW OWNERS NAME AND ADDRESS AND FORWARD TO THE APPRAISAL DISTRICT. HAVE THE ABILITY TO DO CALCULATIONS ON IN-HOUSE ADJUSTMENTS, EXEMPTION LETTERS, AND ADJUSTMENTS FURNISHED BY HIDALGO COUNTY APPRAISAL DISTRICT.

ABILITY TO MAINTAIN A PURCHASING SYSTEM FOR ALL DEPARTMENTS UNDER HIDALGO COUNTY TAX ASSESSOR-COLLECTOR OFFICE. HAVE GOOD COMMUNICAITON SKILLS WITH VENDORS, AUDITORS, PURCHASING DEPARTMENT OR ANY OTHER RELATED PARTIES WITH THE HIDALGO COUNTY TAX ASSESSOR-COLLECTOR OFFICE. MUST BE FLEXIBLE AND AVAILABLE, IF ASSIGNED TO PERFORM OTHER DUTIES IN THE OTHER DEPARTMENTS FOR CROSS TRAINING. MUST BE ABLE TO WORK OVERTIME WHEN REQUIRED.



**PHYSICAL DEMANDS:**

THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS AND DUTIES OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS AND JOB DUTIES.

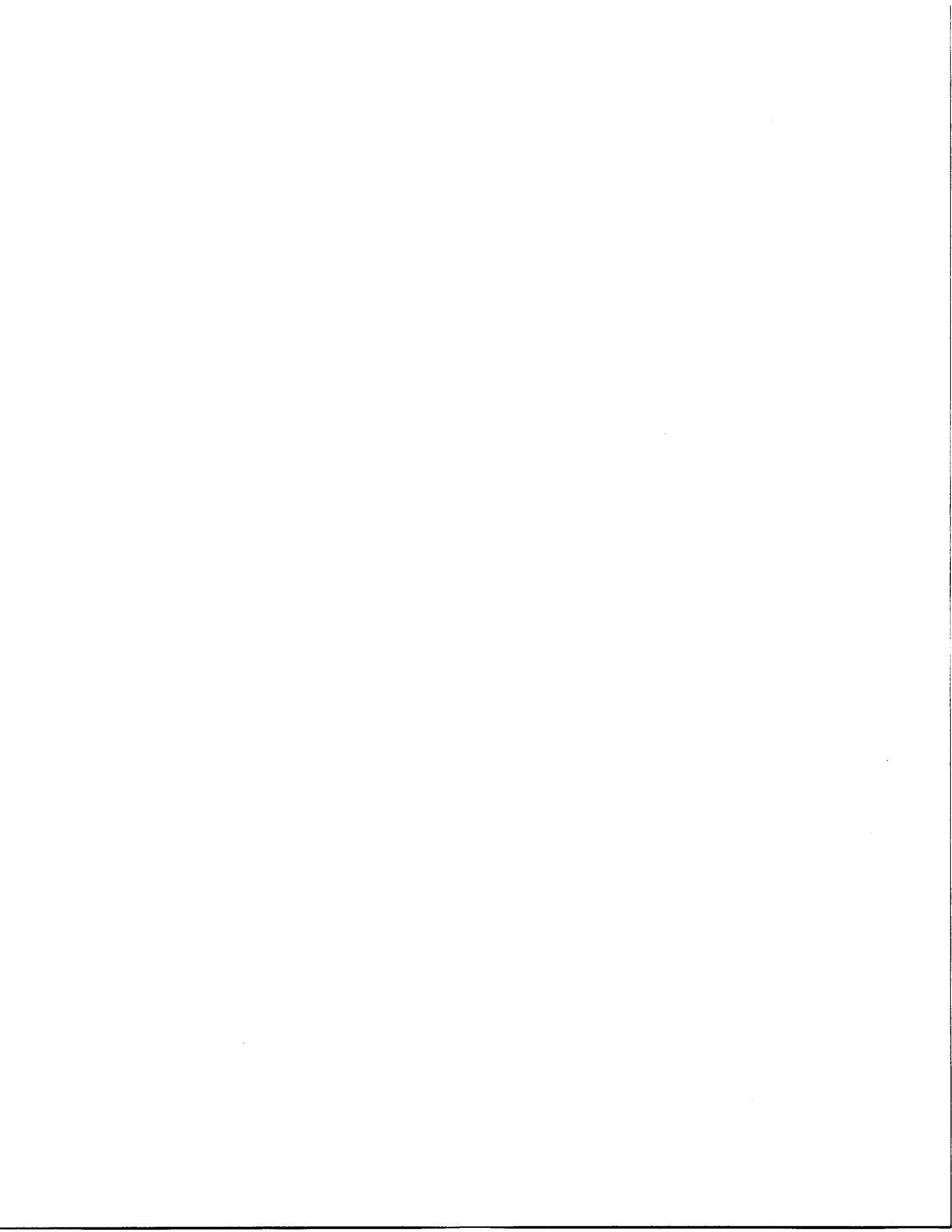
WHILE PERFORMING THE DUTIES OF THIS JOB, THE EMPLOYEE IS REGULARLY REQUIRED TO STAND; SIT, USE HANDS TO FINGER, HANDLE, OR FEEL OBJECTS, TOOLS, OR CONTROLS, AND TALK OR HEAR. THE EMPLOYEE FREQUENTLY IS REQUIRED TO WALK. THE EMPLOYEE IS OCCASIONALLY REQUIRED TO REACH WITH HANDS AND ARMS.

THE EMPLOYEE MUST OCCASIONALLY LIFT AND/OR MOVE UP TO 30 POUNDS. SPECIFIC VISION ABILITIES REQUIRED BY THIS JOB INCLUDE CLOSE VISION AND THE ABILITY TO ADJUST FOCUS.

**WORK ENVIRONMENT:**

THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

THE NOISE LEVEL IN THE WORK ENVIRONMENT IS USUALLY MODERATE.



**QUALIFICATION REQUIREMENTS:**

TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

**EDUCATION AND/OR EXPERIENCE:**

HIGH SCHOOL DIPLOMA OR GENERAL EDUCATION DEGREE (GED) WITH TYPING COURSES, PLUS A MINIMUM OF ONE YEAR OF RESPONSIBLE CLERICAL WORK EXPERIENCE, PREFERABLY WITH GOVERNMENTAL ENTITY; OR ANY EQUIVALENT COMBINATION OF EXPERIENCE AND TRAINING WHICH PROVIDED THE REQUIRE KNOWLEDGE, SKILLS AND ABILITIES.

**LANGUAGE SKILLS:**

ABILITY TO READ AND INTERPRET DOCUMENTS SUCH AS SAFETY RULES, OPERATING AND MAINTENANCE INSTRUCTIONS, AND PROCEDURE MANUALS. ABILITY TO FILL OUT REPORTS AND ANSWER ROUTINE CORRESPONDENCE. ABILITY TO SPEAK EFFECTIVELY WITH PUBLIC.

**MATHEMATICAL SKILLS:**

ABILITY TO ADD, SUBTRACT, MULTIPLY AND DIVIDE IN ALL UNITS OF MEASURE, USING WHOLE NUMBERS, COMMON FRACTIONS, AND DECIMALS. ABILITY TO COMPUTE RATE, RATIO, AND PERCENT TO DRAW AND INTERPRET BAR GRAPHS.

**REASONING ABILITY:**

ABILITY TO APPLY COMMON SENSE UNDERSTANDING TO CARRY OUT INSTRUCTIONS FURNISHED IN WRITTEN, ORAL, OR DIAGRAM FORM. ABILITY TO DEAL WITH PROBLEMS INVOLVING SEVERAL CONCRETE VARIABLE IN STANDARDIZED SITUATIONS.

