



The Monroe County Human Resources Office is now
accepting applications for the following position:

**8 ACT 319 SPECIALIST/ASSISTANT TO THE CHIEF ASSESSOR –
ASSESSMENT OFFICE**
\$23.92/hour | Full-Time (40 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate's expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 08/26/2026

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: ACT 319 SPECIALIST AND ASSISTANT TO THE CHIEF ASSESSOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide executive level administration and operational support to the Chief Assessor in the effective management of the Monroe County Assessment Office. Duties and responsibilities include, but are not limited to: processing Act 319 applications, continuances, entering values in CAMA system and rollback calculations, processing Veteran Exemption applications reviewing eligibility requirements and making recommendations to the Board, serves as the primary administrative liaison for the Chief Assessor and is responsible for coordinating office operations, supervising front office staff, coordinating schedules and appointments, managing records and correspondence and facilitating communications within the office. Additional responsibilities include assisting with appeal scheduling and decision notification, , processing tax exemptions, homestead applications and; resolving problems received from tax payers, tax collectors, attorneys and other individuals; and performing other duties as required.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, mentors and evaluates assigned staff by establishing performance expectations, assigning work, monitoring productivity, conducting performance evaluations, addressing employee concerns and problems, providing coaching and professional development, recommending disciplinary actions when appropriate and ensuring compliance with County personnel policies and procedures.

Plans, coordinates and delegates daily work assignments to assigned assessment staff; monitors performance and reviews work assignments for accuracy and compliance with all county, state and federal guidelines and laws; trains new and existing staff regarding work assignments, policies and procedures; counsels staff and provides advice where necessary; coordinates office functions with other departments.

Assumes duties and responsibilities and acts on behalf of the Assessment Office in the absence of the Chief Assessor and the Assistant Chief Assessor; supervises employees and work assignments related to the Assessment Office and assists the Chief Assessor with various administrative and operational functions; schedules meetings and appointments and assists with other duties as assigned.

Receives and screens incoming telephone calls and mail; routes calls, provides information and/or takes messages as necessary; responds to letters; answers questions from assessors, taxpayers, attorneys, Tax Claim Bureau, staff, outside agencies, the public or other individuals; answers complaints and requests for information; resolves problems and/or makes recommendations for solutions.

Prepares, types and distributes appeal schedule for annual appeals; reviews appeals for needed information; prepares data and information for court appearances; contacts attorneys and/or tax payers; coordinates schedule with the Auxiliary Board of Assessment Revision; enters assessment changes in system; mails notification of appeal change to appellants and attorneys; reserves rooms for hearings; sets up travel authorization; files appeals and enters appropriate information on master lists.

Completes summation reports for millage rates, taxable, utility, exempt, amenity, 319 properties, interim totals, state certified totals for State Tax Equalization Board, and other reports as required; reviews information for accuracy; ensures completeness; makes copies and approves and/or submits for approval; files for future reference.

Prepares weekly petty cash report, Makes corrections to property assessments and valuations on duplicate tax documents; calculates addition and subtraction using supporting documentation; enters corrections in database files. Calculates tax rates and assessments for tax payers; computes tax refunds and disburses to taxing bodies; coordinates with the Office of Veteran's Affairs requests for tax exemption by disabled veterans; enters information into computer databases; makes corrections; obtains copies for departmental use; forwards to taxing bodies.

Reviews inventory and appraisements for assessment information; requests field checks by assessors for disputed information; answers questions by assessors concerning refunds, errors, and corrections; works with mappers to request acreage, wetland data, road frontage and deed plottings; prepares correspondence for assessors and mapping personnel.

Accepts and reviews 319 applications and affidavits and forest management plans; checks 319 tracings for accuracy; computes 319 roll-back taxes in worksheets; calculates 319 rates based on types of soil; mails reviews, worksheets and soil maps; enters values into system; explains rules and regulations to taxpayers, attorneys, abstract companies and others as needed; prepares soil maps from property assessment map tracings using county soil survey manuals.

Assists with the preparation of the annual departmental budget; collects and researches financial information; organizes bills and invoices for the department; verifies budget allocation and pays invoices accordingly; ensures all expenditures are in compliance with budgetary guidelines.

Prepares, types and distributes agenda for monthly board meeting; takes and/or transcribes minutes from meetings, proofs and makes edits; distributes to appropriate individuals; enters into official county record book.

Attends continuing education classes to maintain Certified Pennsylvania Evaluator (CPE) licensing. Attends meetings, conferences, seminars, workshops and training classes to stay apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other county staff.

Prepares, types and files various correspondence to include letters, memorandums, reports, forms, and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; enters information into computer databases if necessary; maintains all files for the department.

Reviews non-profit information received from property owners requesting tax exemption

Assists in creating yearly calendar for office use with dates for mailing notifications, bills, appeal deadlines, computer maintenance, and other dates as necessary; prints and distributes accordingly.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in building construction, property assessment, or a related field; supplemented by three (3) years previous experience and/or training that includes property assessment, building construction, maps, plot plans, blueprints, property deeds or related required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must hold and retain licensing as a Certified Pennsylvania Evaluator (CPE). Must possess and maintain a valid Pennsylvania driver's license. Must pass a defensive driving course.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions. May experience exposure to adverse environmental elements such as extreme temperatures, rain, humidity, dust or pollen.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.