

## **JOB DESCRIPTION**

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**TITLE:** Roll Clerk  
**DEPARTMENT:** Assessor  
**DATE:** May, 2026

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### **SUMMARY:**

This is a full-time (40 hours/week) position on-site Monday through Friday. Located at the Boise County Assessor's Office located in Idaho City, Idaho. This position provides essential administrative support to ensure accurate property assessment processes and exceptional public service. The ideal candidate is a detail-oriented who is organized, professional, and comfortable working closely with others.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Building and balancing county Assessment rolls and values throughout the year.
- Homeowner's exemption eligibility and processing.
- Property Tax Reduction program is coordinated, managed, and communicated to Tax Commission.
- Manage all Personal Property accounts (building roll, paperwork, and exemptions, assisting personal property owners, receiving and computing all information, scanning and filing all documentation, researching businesses)
- Follow, balance, and send reports of various processes to other offices (Boise County offices, other county assessor's offices, BDS, ISTC, BLM, IDL, etc.)
- Assists with deed processing process. Double checks all deeds that are processed to check for accuracy.
- Back up Deed processor.
- Filing and maintaining compliance reports, mill and harvest reports.
- Recording and monitoring Corrected notices and BOE/BTA decisions.
- Updating and creating multiple rolls (New Construction, Abstracts, Tax Rolls, etc.)
- Process all change of addresses.
- Process all returned mail (find new address through Lexis Nexis, DMV, or other means)
- Mail all Timber, Agriculture, Home Owners, and Exempt Property Exemptions when necessary.
- Mail Sale Verification and Access forms. Enter Data into CAI and spreadsheets.
- Contact property owners to determine validity of sales information.
- Scan any and all documents into CAI Parcel Master: Address Changes, Permission to Access Forms, HOE Forms, Exempt Property, Timber and Ag. Forms, Sales Verification Forms. Any pertinent information past or present; including the ongoing process of scanning all sleeves into CAI.
- Respond, create, and complete all data requests through CAI from government and private offices.
- Taking money, balance cash register, and making transmittals.
- Scanning and filing completed sleeves.
- Revise information in computer as needed or received from STC throughout the year.
- Update documents in CAI Procedural Manual.
- Creates spreadsheets, letters, and procedures to help the office run with greater accuracy.
- Informs and advises on Assessor Calendar determined by the state.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Other duties as assigned by Assessor.

**REPORTING RELATIONSHIP:**

- Reports directly Chief Deputy Assessor.

**SKILLS AND QUALIFICATIONS:**

- Strong customer service and communication skills.
- Proficiency with computers, databases, and standard office software.
- Excellent attention to detail and organizational skills.
- Ability to learn and apply county policies and Idaho statutes relevant to property assessment (training provided).
- Ability to work independently and manage multiple tasks and deadlines.

**ESSENTIAL PHYSICAL ABILITIES:**

- Ability to sit or stand for extended periods while performing computer and administrative tasks.
- Ability to lift, carry, and move files, office supplies, and records up to 25 pounds.
- Sufficient vision to read printed materials, digital screens, maps, and small text.
- Sufficient hearing and speech to communicate clearly in person and by telephone.
- Manual dexterity to operate computers, office equipment, and handle documents.
- Ability to bend, reach, stoop, and file documents in both low and high file locations.
- Ability to maintain focus and attention to detail in a busy office environment.

This job description describes the chief functions of the position, and is not to be considered descriptive of every duty or function of the job.