



JOB DESCRIPTION

Salary Grade: 2 CUPE 1328

Job Title:
Assessment Clerk

PRIMARY FUNCTION

The primary function of this job is to receive Application for Direction of School Support forms and initiate processing, maintain a record of authorized Leases, Resolutions and Form 2's, and provide stenographic support.

MAIN RESPONSIBILITIES

1. Receives Application for Direction of School Support forms from the schools and delivers to Assessment Supervisor and Assessment Manager by:
 - writing in name of school on form when not indicated
 - checking the pupil's address in the Street Index Book and writing in the Assessment roll number on the form
 - referring one copy of the non-resident (pupil resides outside Metro Toronto) form to the Manager of Assessment and the other to the Admissions Department
 - separating forms into the six groups based on geographic locations and forwards to appropriate supervisors.
2. Type and mails Resolutions, Notice by Corporation as to Application of School Tax form (Form 2), School Support Leases, and letters as directed.
3. Maintains a file of the authorized School Support Leases, Resolutions and Forms 2's by:
 - typing individual cards for each of the forms filing them alphabetically
 - filing the authorized forms separately and in alphabetical order

Assessment Clerk

- pulling out inactive leases, form 2's and resolutions and filing in cancelled files, as directed
 - pulling corresponding cards for Lease and Form 2's and writing in reason for cancellation (e.g. new owners) and file
4. Answers telephone calls and refers to appropriate staff in the department and takes messages.
 5. Reviews the School Support Conflict List and makes changes (e.g. change of address) as required.
 - contacting school secretaries for outstanding information (e.g. address of parents).
 6. Performs clerical duties such as:
 - ordering forms and stationery as directed
 - using calculator to total Assessment amounts for Public and Separate School Support
 7. Performs other duties (such as providing support to the Clerk 2 Student Data) as assigned or required.

SKILL

- Grade 12 education or equivalent and 45 w.p.m. keyboarding speed
- 6 months to 12 months related experience

EFFORT

- Complexity in this job is to ensure the correct roll number is assigned to an address by geographic area and address in the Street Index Book.
- Visual attention and concentration when typing, filing and checking Application for Direction of School Support Forms and look up roll numbers. Find hand work and dexterity required when typing and filing.

RESPONSIBILITY

- Decisions include referring calls to correct Supervisor.
- Determining when to order supplies (forms, stationery).
- Incorrect filing of forms or cards would cause delay and require extra time to trace document. Inaccurate mailing of leases, resolutions or form 2's would create a duplication of work.
- Contact with Assessment Department staff and other TCDSB Departments for exchange of information.

WORKING CONDITIONS

- Open concept office environment.
- Minor interruptions by telephone and work deadlines.