

SUSQUEHANNA COUNTY POSITION DESCRIPTION

TITLE: CLEAN AND GREEN SPECIALIST
DEPARTMENT: ASSESSMENT
LOCATION: SUSQUEHANNA COUNTY ASSESSMENT OFFICE
REPORTS TO: DIRECTOR OF ASSESSMENT
SUPERVISES: NONE
POSITION STATUS: UNION-ELIGIBLE, FULL TIME
PAY GRADE: 4

GENERAL:

The Clean and Green Specialist administers the Pennsylvania Clean and Green Program (Act 319) within the County Assessment Office. The position serves as a subject matter expert on program laws, rules, and regulations and ensures compliance with requirements established by the Pennsylvania Department of Agriculture.

Minimum Requirements:

- High school diploma or equivalent.
- Prior office or administrative experience preferred.
- Strong computer-based skills with commonly used software and the ability to learn industry specific programs.
- Experience with deeds, property records, or real estate transactions preferred.
- Any combination of education and experience, which indicates possession of the knowledge, skills and abilities, listed in the Required Knowledge and Skills.

Required Knowledge and Skills:

- Ability to maintain effective interpersonal relationships with the public, coworkers, and government officials.
- Strong attention to detail and accuracy.
- Ability to interpret and apply laws, regulations, and policies.
- Ability to understand and follow instructions, function independently, as well as process and handle confidential information with discretion.
- Strong computer skills
- Ability to work under pressure, handle multiple projects, and meet deadlines

Principal Duties and Responsibilities:

- Establish total-use values for land in agricultural use, agricultural reserve, or forest reserve by considering available evidence of the capability of the land for its particular use and information provided by the Department of Agriculture and other authorities on the subject.
- Educate property owners, taxing bodies, and others on program laws, rules, regulations, and violations.
- Assess program violations, calculate rollback taxes for violations to the program, and issues rollback tax bills to property owners.
- Review and evaluate applications for enrollment in the Clean and Green Program and determine eligibility in accordance with Act 319 requirements.

- Make recommendations related to County policies and procedures regarding the Clean and Green program.
- Amends County files with updated application information for enrolled properties that have undergone transfers, separations, split-offs, and/or use changes.
- Calculates and initiates disbursement of rollback tax funds to County, municipalities, and school districts.
- Conduct field visits to verify program compliance and resolve mapping and classification issues.
- Creates and maintains computer files to monitor rollback tax records, acreage removed from program for state reports, rollback tax disbursements, parcel genealogy, Agricultural Reserve properties open to the public, deposit records, and other files as needed.
- Maintains accounting records related to Clean and Green program funds.
- Testify in appeal hearings related to Clean and Green assessments and compliance matters.
- Provide customer service and assistance to Assessment Office clients in person, by phone, or by email.
- Perform general administrative duties including filing, scanning, and record maintenance.
- Attend meetings, training, seminars, and conferences as required.
- All other duties as assigned.

Certification Requirement:

The employee must obtain certification as a **Certified Pennsylvania Evaluator (CPE)** through the Commonwealth of Pennsylvania within **12 months of employment**. Completion of this certification may result in an adjustment to the employee's hourly pay grade.

Special Requirements:

- The employee must pass a Susquehanna County background check and pre-employment drug screening.
- The employee must meet and comply with Susquehanna County's Employment Policies.
- The employee must possess and maintain a valid Driver's License.

Physical Requirements:

- The employee must be able to perform the duties and responsibilities of the position in a normal office environment. This may involve long periods of sitting, standing, answering phones, etc.
- Perform Field Work as required.

Disclaimer:

The above statements are intended to describe the general nature of and level of duties being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required to perform this position.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THIS POSITION AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Date: _____

Signature of Employee

Date: _____

Signature of Department Head

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the Employer.