

LANDER COUNTY
Job Description
APPRAISER TECH
Assessor's Office

Grade: 17

months

exempt

Position: Part Time (19 hours per week)

Probationary Period: 6

Classification: Appraiser Tech

Position Status: FLSA non-

DEFINITION: Under the supervision of the Assessor or Appraiser, assist with the functions associated with the statutory duties of the office of Assessor and has responsibility for assigned tasks.

DISTINGUISHING CHARACTERISTICS: Position is assigned to the Assessor's office and performs duties assigned by the Assessor.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically assigned/performed by employees in this classification. An employee may be assigned duties that are not listed below but which are reasonably related to this classification except in times of emergency.

1. Assist with real property data entry of appraisals on the computer, update parcel records, roll book changes, property ownership transfers, address corrections, sales data records, verification letters and mining cards.
2. Assist appraisers with physical inspections of real and personal property in the field and collection of data necessary for valuing property.
3. Assist with preparation and mailing of assessment notices.
4. Assist with balancing of real and personal property rolls.
5. Assist with processing personal property declarations, exemption cards, abatement cards, rental affidavits and sales verification questionnaires.
6. Answer questions about mobile home titling requirements.
7. Assist with processing title transfers, issuing moving permits and personal property reports.
8. Answer telephone, receive messages, direct calls.
9. Assist the public in locating properties on parcel maps.
10. Assist with maintaining appraisal records, file, type letters, memos, and perform other office clerical work.
11. Answer telephone, receive messages and direct calls.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Must have the ability to file in a standard 5-drawer filing cabinet.
2. Must have the ability to lift a minimum of 50 pounds.
3. Must have the ability to lift binders of computer paper or large books onto racks above head.
4. Must have the ability to bend or kneel to replace supplies or large books.
5. Must have the stamina to stand for long periods at counter or sitting at computer console when assisting public or other employees.

Appraiser Tech

MINIMUM QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE AND ABILITY: Knowledge of accounting and balancing procedures; computer skills; office equipment; filing; math, Microsoft office, English grammar and spelling. Ability to learn and apply state and local ordinances, regulations, and statutes related to property assessment; to learn, read and interpret property transaction documents including legal descriptions and title conveyance; to efficiently perform a task with distractions or interference; understand verbal communication given by the Assessor, a supervisor, the public, or other employees; speak clearly communicating with employees, supervisors, members of the public or other organizations; write a memo and/or report; file and locate documents within a filing system; operate office equipment, including computer, copy machine and ten key calculators; organize and input data; maintain property documents; direct questions and know where to find answers for public.

EXPERIENCE AND TRAINING: High School diploma or GED and any combination of experience, education and training that demonstrates possession of desired skills and abilities.

POST JOB OFFER PHYSICAL EXAM: A post job offer physical exam is required.

PHYSICAL DEMANDS: Strength, dexterity, coordination and vision to use keyboard and computer system for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to fifty pounds, files, stacks of paper; reference and other materials. Moving from place to place within the office; reaching for items above and below desk level.

WORKING CONDITIONS: Work is inside with thermostat controlled heating and air-conditioning, except during re-appraisal periods when some work may be required outdoors in all weather conditions. Work is usually, but not limited to, sitting behind a desk, standing at a counter or filing cabinet, climbing stairs. The work time period is generally between 8:00 a.m. to 5:00 p.m.

DRUG SCREEN: A pre-employment drug screening is required.

FLSA STATUS: Non-Exempt

Date Amended: January 29, 2018

***Nothing in this job description creates any contractual relationship between
Lander County and Applicant/Employee
Lander County is an equal opportunity employer
Lander County is a drug free work place***

A copy of this job description was received by _____

This _____ day of _____, 20_____.

Signed: _____