

JACKSON COUNTY ASSESSOR'S OFFICE POSITION DESCRIPTION

Position: Data Specialist

Reports to: Assessor

Department: Assessor

Revision Date: June 5, 2018

GENERAL SUMMARY

Under the general supervision of the County Assessor, maintains property transfer and related records in CAMA system, maintains permit records in CAMA and spreadsheet format, prepares letters and forms to send to taxpayers, assists property owners with tax credit and exemption applications, handles telephone and counter traffic and performs any and all other duties or responsibilities as directed by the Assessor. Maintains a professional attitude and appearance while representing the assessor's office.

ESSENTIAL JOB DUTIES

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

Complies with all State statutes and other legal requirements applicable to the assigned duties of the position.

Assists taxpayers and others in responding to questions regarding military exemptions, homestead tax credits, forest reserve, industrial exemptions, cattle facility exemptions, wetland exemptions, family farm tax credits, urban revitalization exemptions, and business property tax credits.

Explains appropriate laws and policies regarding the assessment process and provides information to Realtors, bankers, appraisers and the public.

Provides answers to questions from property owners and others regarding assessed values, legal descriptions and other information maintained by the Assessor's office.

Assists other county departments by providing information from assessment records.

Researches errors and discrepancies in recorded instruments.

Processes Declarations of Value, deeds, contracts and other instruments of transfer, performing any research necessary to verify accuracy, and maintains records of such within the Assessor's office.

Obtains mobile home title information from Treasurer.

Obtains and maintains building permit records.

Accurately updates property addresses as changes occur.

Upon request by the public, calculates estimates of taxes.

Handles incoming and outgoing mail for Assessor's office.

Attends schools and meetings as required by the Assessor.

Accepts and maintains files of active Board of Review petitions.

Completes special projects and/or other duties as assigned by the Assessor.

Scans documents into appropriate files.

Has primary responsibility for answering incoming phone calls.

May be required to assist field personnel on appraisal site visits.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individuals must possess, or be able to acquire, the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the position, with or without reasonable accommodation, using some other combination of skills and abilities, and must possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the position:

Basic knowledge of the principles, procedures and state laws applicable to real property appraisal and assessment, mapping and taxation.

Knowledge of state laws relating to tax exemptions and credits.

Skill in dealing with people including hostile or uncooperative individuals.

Ability to operate calculator, Fax and copier machines.

ENTRY REQUIREMENTS

A valid driver's license.

A high school diploma or equivalent.

Excellent vision, hearing and mobility with or without reasonable accommodation.

The ability to learn to read and interpret complex legal descriptions.

Experience working with members of the public.

Proficiency in Microsoft Office programs and Outlook.

Ability to communicate effectively in English in written and oral form.

Training or practical experience in working with legal descriptions is preferred.

Experience in working in a multi-person office is preferred.

Training in property assessment and appraisal or practical experience in a related field is helpful.

WORK ENVIRONMENT

Work is performed primarily indoors at a desk, and using standard office equipment. Deals directly with the public in the office and on the phone. Some amount of walking, kneeling, bending and other movements may be required.

This position may be required to make site visits to assist appraisers.