

# OSCEOLA COUNTY JOB DESCRIPTION

## Assistant to Property Description Clerk and County Appraiser

**Supervised By:** Equalization Director

**Supervises:** N/A

**Position Summary:** Under the supervision of the Equalization Director, prints assessment rolls, tax rolls, tax bills, and assessment change notices. Assists the county appraiser with field work. Assists the property description clerk in making name and address changes, recording property transfers, and maintaining tax maps. Assists the public by telephone or in person.

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists in maintaining assessment records by obtaining documents from the Register of Deeds such as warranty deeds, land contracts, quit claim deeds, divorce decrees and updates equalization records to reflect changes in ownership and property splits. Notifies assessors of changes of property records. Verifies that all changes have been accurately entered.
2. Assists in preparing/printing tax rolls and tax bills, applies millage amounts, and ensures that special assessments are applied correctly.
3. Assists in preparing/printing assessment rolls and assessment change notices for all of the townships and cities in the county.
4. Assists the public by telephone or in person with questions related to property descriptions and related information. Copies tax maps and prints data on parcels and portions of assessment rolls.
5. Updates tax maps and assists taxpayers, attorneys, and real estate personnel with interpreting maps, and provides other information concerning the department.
6. Assists in recording information concerning changes of assessed/taxable values submitted by local assessors.
7. Assists in entering and conducting preliminary analysis of individual sales transactions, such as warranty deeds and land contracts for use in assessment level analysis, including obtaining and processing information from real property statements.
8. Assists the general public, realtors, appraisers, banks, etc. regarding property ownership, land value, property descriptions, assessments, tax rates, etc.
9. Files and copies a variety of material, including printouts from assessment cycles.

10. Assists the county appraiser with field work, which includes planning the route, driving, measuring property and taking photos
11. Keeps abreast of legislative and regulatory developments, new administrative techniques and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma
- Michigan Vehicle Operator License
- Must have ability to obtain Michigan Certified Assessing Technician Certification within one year
- The County, at its discretion, may consider an alternative combination of formal education and work experience
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing the County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials and the public
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations
- Skill in the use of office equipment and technology, including Microsoft Suite applications, and the ability to master BS&A and Apex software and new technologies.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.