



Deputy Assessor Real Estate

Job Description

Exempt: No

Safety Sensitive: No

Department: Assessor

Reports To: Not indicated

Location: Not indicated

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for customer service in the real estate department. This job involves a great deal of communication with the public by phone, email, and in person. The individual in this position needs to be able to map legal descriptions, explain the appraised value of a parcel, research our records, set record filters, and understand the homestead credit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist individuals that come into the office needing help with their real estate questions and concerns.
2. Answer phone calls coming into the real estate department. Will be able to take care of most phone inquiries but will transfer to the appropriate person in real estate when needed.

3. Help individuals with filling out their homestead credit application and make copies of any required proof of age or disability.
4. Run reports as needed. The reports can include sales detail reports, a list of owners by neighborhood, reports showing owners of property containing more than 40 acres, or other need specific requests. Most reports require record filters to limit the records to specific requirements.
5. Assist with scanning and filing homestead letters and other documents.
6. Work mineral deeds that affect the ownership of non-producing minerals.
7. 7. Work through returned mail to update addresses and code the change in our CAMA system.
8. Work the address reports that we get from 911. These reports contain new or changed addresses that need to be updated in our system. If it is a new address, a code will also need to be added to our records for the appraiser to pick up the new dwelling on the property appraisal.

Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school, plus specialized schooling and/or on the job education in a specific skill area; E.G. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

None.

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Alphanumeric Data Entry, Contact Management, Database, Other, Word Processing/Typing
Basic: Spreadsheet

ADDITIONAL SOFTWARE SKILLS

Not indicated.

OTHER SKILLS

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is *regularly* required to sit, use hands to finger, handle, or feel, talk or hear; *occasionally* required to stand, walk, reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

ENVIRONMENTAL CONDITIONS

There are no harmful environmental conditions that are present for this position.

The noise level in the work environment is usually moderate.

ADDITIONAL INFORMATION

The incumbent should possess computer skills in Windows based programs such as Excel, Word, and be able to learn other software specific to the job. The incumbent should possess knowledge of modern office practices, procedures, keyboarding skills and equipment such as all types of copiers, printers, FAX machine, etc. Have strong written and verbal communication skills as this position deals with the public most of the time, and in some cases, the citizens emotions can be extreme. The incumbent should be proficient in knowledge of real estate legal descriptions, vehicle makes, models, etc., and the ability to use depreciation schedules. Must be a self-starter and able to do a variety of duties in an open area office. This position also requires a high level of accuracy for all data entry functions.

More ADDITIONAL INFORMATION

Not indicated.

No reminder has been set to review or update this job description.

Last Modified: 2015-10-20 11:22:11

NOTICE OF JOB OPENING

Job Title: Deputy Assessor Real Estate

Supervisor or Elected Official: Krissy Lewis

Fund Number: 1805 Department Number: 0105 Position Number: 1088

Rate of Pay / Salary: \$45,000^{yr.} Scheduled Days: Mon-Fri Scheduled hours: 8-4:30 pm

Job Description: answer phones, greet customers, answer real estate questions + concerns, work improvement district reports, filing, working + processing mail, cross training within office to assist in other departments, scanning,

Essential job functions: must be dependable, able to communicate well and handle high traffic stressful situations, work well with others,

Minimum requirements:

Education: high school, plus on the job experience in an office for at least a year. clerical/administrative office experience a plus,
Experience: Basic knowledge of GIS maps and legal descriptions is a plus,
Skills and knowledge: plus - excel spreadsheets knowledge is helpful

Other requirements: Run reports as needed, answer emails, maintain a high level of accuracy for all data entry functions,

Position posting date: 7/31/2025

Position closing date: 8/14/2025

Signature: Krissy Lewis

Date: 7/30/2025