

Assessor's Office Job Opening

JOB OVERVIEW

JOB TITLE
DEPARTMENT
**SUPERVISION
RECEIVED**
**SUPERVISION
EXERCISED**

Personal Property Specialist
Assessor
Works under general supervision of the Assessor and Deputy Assessor.
None

OVERVIEW OF THE POSITION

Conducts reviews of personal property to provide information for the valuation and assessment of said personal property.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts an in-depth audit to verify and locate personal property and documents any changes. Prepares updated list of personal property.
- Enters information obtained from customer response into computerized system
- Assists in the verification of computerized value assessments.
- Acts as first point of contact for customers entering or calling into office. Triage customer's needs and directs them to the agent who can best assist them.

TRAINING AND EXPERIENCE

Minimum education: High School Diploma or GED equivalent.

Certificates or licenses: None at time of hire. Ability to attend various job related training classes.

Special job-related requirements: Valid driver's license.

Special training or experience: None.

SKILLS & ABILITIES

- Ability to read and understand written materials and compose information/instruction in written form.
- Ability to remember schedules, programs, policies and other details, and apply good time management and organization skills.
- Must be able to understand and perform mathematical computations.

EQUIPMENT USED

Computers, scanners, telephones, copiers, fax machines, automatic letter opener, and other related office equipment; calculator.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to reach with hands and arms; stand; walk; and use hands to handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

WORK ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.