

Logan County

Job Description



Title: Appraisal Technician	Code:
Division: Technical & Clerical	Effective Date: 6/07
Department: County Assessor	Last Revised:

GENERAL PURPOSE

Performs a variety of **working level complex clerical** duties as required to expedite the processing and filing of various forms, reports, documents, and materials related to personal and real property appraisals and value computations as needed to update and maintain county property descriptions, maps and assessment rolls.

The Logan County Assessor's Office is the lead agency in disasters for the annex. All employees of the Logan County Assessor's Office will be part of an interdepartmental team to be convened at the EOC. The team will collect and document disaster-caused damages and related impacts. the team is also responsible to work with state and federal agencies throughout the emergency

SUPERVISION RECEIVED

Works under the general supervision of the Assessor, Deputy Assessor or Senior Appraisal Technician.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Reviews and enters declaration details, i.e., ownership, valuations, inventories and locations on personal property and oil and gas property; Mails notices of valuation and notices of determination for classes of property.

Processes property splits; assigns parcel numbers; calculates assessed value of all property classifications following appropriate manuals in applying valuation formulas to arrive at assessments; may perform market research of sales data, property records, plat books, etc.

Receives requests for products and property information from property owners, real estate agencies, fee appraisers, title companies and potential buyers; searches files and summary folders for owner, address, and legal description; responds to property owner questions related to tax assessments explains laws and procedures for determining assessments; assists with completing and processing property valuation appeal forms; types. Files appropriate copies of appeal.

Performs property transfers based upon recorded documents; prepares letters, makes phone calls to contact taxpayers as needed to obtain accurate ownership information; contacts title companies as needed; maintains records of mobile homes and severed mineral interests; assigns parcel numbers; conducts research to determine current ownership and mineral rights status; maintains monthly conveyance report and sales report based upon recorded deeds.

Sketch legal descriptions from recorded documents on aerial photographs and plat books as needed to maintain ownership and description data.

Assists with preparation of county abstract brochure; mails abstract brochure to other counties; ; types legal documents for Board of Appeals cases; types and files supplementals and abatements.

Operates personal computer performing data entry; edits and updates ownership information; generates various forms and reports via Oracle's Query Builder, Access and Excel; deletes and retrieves data related to property descriptions, appraisals, valuations, ownerships, title transfers, etc.; maintains a variety of computerized and hard copy files; monitors, organizes, and updates personal and/or real property records and files; organizes files according to tax code, subdivision,

townships, ranges, ownership, property descriptions, etc. ; types labels and prepares folders as needed to legally preserve current property information.

Performs general office duties; answers telephone; greets and assists public over office counter; answers questions or refers individuals to proper staff personnel; provides general assistance to customers, assists with completion of disabled vets and senior exemption applications.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. Two (2) years of general office experience;
- OR
- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of standard office procedures and policies; good English usage, grammar, and spelling; basic mathematics involving the use of addition, subtraction, multiplication and percentages; the operation of standard office machinery; complex filing systems, alphabetical and numerical; computer operation and various software applications; telephone etiquette; value tables and their use; basic interpersonal communication skills.

Ability to follow written or oral instructions; work in a standard office setting requiring extensive sitting or standing; perform accurate mathematical computations; write legibly; communicate effectively, verbally and in writing; develop effective working relationships with supervisors, fellow employees, and the public.

3. Special Qualifications:

Must be able to operate standard calculator and to type (accuracy emphasized over speed).

4. Work Environment:

Incumbents of the position perform in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, and does involve walking, standing, stooping, lifting, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)