

RESPONSIBILITIES:

The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

- Receives immediate supervision from professional-or administrative-level supervisor.
- Exercises no supervision
- Responds to public inquiries about Administration of Appraisal Real Property, Personal Property and related matters for the County Assessors Office.
- Provides Professional Customer service to clients and public.
- Prepares documents for scanning; organizes and review information to ensure completeness and appropriate documentation.
- Retrieves and files maps and related documents.
- Researches records and maps for specific information as requested by professional/technical staff.
- Helps to maintain a variety of master property records including: files involving change of ownership and change of location information.
- Assists public with looking up and verifying plot information to determine property ownership.
- Makes corrections to records that support the assessment roll.
- Inputs data and verify all permanent assessment information and records.
- Performs other duties as appropriate or necessary for performance of the job.
- Understand and explain pertinent laws, rules, and regulations.
- Communicate clearly and concisely, both verbally and in writing.
- Read and comprehend department and County rules, regulations, policies and standard operating procedures.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Regular, predictable attendance.
- Make accurate, mathematical calculations involving formulas, fractions, percentages, and interest.
- Follow written and verbal instructions.
- Ability to learn regulations and guidelines related to appraisal and administration.
- Ability to understand and follow oral and written instructions.
- Skill in operating office machines and the ability to operate and learn personal computer applications.
- Ability to attend week-long classes in Grand Junction, Colorado and/or Denver Area with the goal of attaining a Colorado Ad Valorem Appraisers license within 2 years.

QUALIFICATIONS:

- High School diploma or GED supplemented by training sessions offered through the Department of Property Taxation required. Colorado Drivers License and ability to drive a 4-WD SUV.

KNOWLEDGE, SKILLS AND ABILITIES:

- General office practices and procedures.
- A working knowledge of Excel, Microsoft Word/Office with good key boarding skills (10 Key a plus)

Physical Requirements:

- Ability to do fieldwork in varied terrain and weather conditions using a digital camera, I pad, and tape measure.
- Stooping, reaching, handling and fingering.

Auditory-Not Limited

- Talking and hearing.

Vision

- Required
- Near Acuity and far acuity