

Date Posted: 8/16/17

Applications accepted until: Filled

Elbert County is an Equal Opportunity Employer

If interested, please submit application and resume to:

Elbert County Government

PO Box 7, 215 Comanche St., Kiowa, CO 80117

Or email: dianna.hiatt@elbertcounty-co.gov

For more information, please call 303-621-3150



Assessment Technician

Department: Assessor

Salary: \$32,000-\$35,000 annual

Date: June 2017

FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES

This position is responsible for field and office based collection, keying, sketching and photographing of real property data for all parcels within Elbert County; requires ability to inspect properties for new construction, old construction, and sales confirmation; must be able to communicate effectively with property owners to obtain and provide necessary information; requires accurate and consistent data input into a computer-assisted mass appraisal system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs field inspections and interviews for accurate data collection
- Performs various appraisal data collection functions, includes reviewing for completeness and accuracy; posting appraisal information, compiling property information and tabulating data, and performing mathematical computations to verify accuracy and completeness
- Accurately measures, photographs and documents improvements and outbuildings
- Maintains consistency within appraisal work and department policies
- Properly organizes and enters data into property files and computer based system
- Determines percent complete and effective date of completion for new construction
- Sketches and calculates areas of new construction for entry into Assessors records
- Assists taxpayers and general public with assessment and tax information
- Attends educational courses and seminars
- Performs any other duties as assigned

SKILLS AND ABILITIES

- Knowledge of building design, construction, materials as it relates to real property appraisal
- Excellent interpersonal skills; people-oriented with ability to work well with varied personalities
- Excellent communication skills - written, verbal and listening
- Excellent organizational skills; ability to multi-task, plan and organize workload
- Self-motivated with ability to exercise considerable initiative and sound judgement
- Able to work with minimal supervision and stay on task
- Detail-oriented; ability to focus attention on tasks and maintain accuracy
- Proactive in problem solving
- Dedicated to customer service and confidentiality
- Ability to perform routine computer functions and learn new applications as necessary
- Ability to complete work accurately and timely
- Ability to work in a team environment establishing and maintaining effective working relationships

- Ability to respond professionally and tactfully to executive management, customers and employees

REQUIREMENTS

- Must have a high school diploma or GED
- Possess basic computer skills
- Ability to perform all essential functions of the job
- Must have a valid Colorado Driver’s License and acceptable motor vehicle record
- Must pass a criminal background check

RESPONSIBILITY

This position reports directly to and under the general direction of the Elbert County Assessor

PERSONAL WORK RELATIONSHIPS

Contacts are with county and state personnel and the public for the purposes of providing information, explanation and interpretation of assessment policies and procedures

EDUCATION, EXPERIENCE AND CERTIFICATIONS

Education: High School Diploma or Equivalent

Experience: Proficient desktop computer experience using Microsoft Office applications (Word, Excel & Outlook)

PREFERRED QUALIFICATIONS

Knowledge of building design, construction, and materials; experience in assessment or related field and/or experience in a County Assessor’s Office

PHYSICAL EFFORT, WORK ENVIRONMENT

Works in a standard office environment and in the field; generally scheduled Monday through Thursday although some work may be required outside of regular business hours. Hazards include working in severe weather, around dilapidated property, construction sites, animals, heavy equipment and driving a motor vehicle in all types of conditions.

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

- Driving: Frequently
- Balancing: Frequently
- Bending/Stooping: Frequently
- Twisting: Frequently
- Squatting/Crouching: Occasionally
- Kneeling: Occasionally
- Crawling: Occasionally
- Climbing Stairs: Frequently
- Climbing Ladders: Occasionally
- Reaching: Frequently
- Standing/Walking: Frequently
- Lifting: Occasionally
- Lifting: 1 lb. minimum/40 lbs. maximum
- Carrying: 1 lb. minimum/40 lbs. maximum
- Push/Pull: 1 lb. minimum/40 lbs. maximum