

BARBER COUNTY JOB DESCRIPTION

DATA MANAGEMENT SPECIALIST

CLASSIFICATION TITLE: OFFICE SPECIALIST II

DEPARTMENT:	Appraiser	DIVISION:	Real Estate
JOB CODE:		GRADE:	
FLSA STATUS:	Non-Exempt	FUND/DEPT:	
REPORTS TO:	County Appraiser	APPROVAL:	_____
DATE APPROVED:		APPROVAL:	_____
NAME:		HIRE DATE:	

IN OFFICE & TELEPHONE CUSTOMERS

Responsible for answering the telephone and in-office real estate inquiries. Greet and assist customers at the counter as needed. Respond to request for information and billing customers. Which will include running queries and PRC information request.

REAL ESTATE DATA ENTRY

Responsible for entering real estate data resulting from appraisal maintenance, agriculture review, final review, etc. Maintaining current addresses.

HEARINGS

Responsible for hearing tracking data entry regarding informal appeals and payment under protest hearings. Assemble all computer generated information for hearing folders and follow through the appeals process with data changes, value adjustments and Board of Tax Appeals filings.

STATE BOARD OF TAX APPEALS ORDERS

Process and record all real estate State Board of Tax Appeals applications and orders. Maintain a record of all real estate State Board of Tax Appeals Applications and Orders.

FILE MAINTENANCE

Maintain real estate historical files and other appraisal files.

BUILDING PERMITS

Process City and rural building permits. Check legal owner and address and determine parcel identification number. Data enter permit information on correct parcel. Maintain permit files.

OWNERSHIP MAINTENANCE

Maintain all ownership records in the ORION system. Receive deeds, court records, plats, surveys and other ownership documents from multiple sources and update the ORION records to reflect current ownership status. Review all legal descriptions to determine validity and correctness. Research all available public records to resolve conflict in ownership. Maintain deed log as needed.

SALES VALIDATION QUESTIONNAIRES

Prepare Sales Verification Questionnaires for Property Valuation Division and data enter sales into ORION. Prepare sales packets for Appraisal Staff. Maintain sales files.

GENERAL OFFICE

Assist with mail and ordering office supplies. Perform a variety of clerical duties including filing, mass mailings, running copier, etc. Assist with other clerical functions as assigned.

MINIMUM QUALIFICATIONS

1. Must be able to work with the public in a congenial manner.
2. Must have knowledge of general office practices.
3. Must possess basic math skills.
4. Must be able to operate a 10-key calculator.
5. Must be able to type at least 40 words per minute.
6. Must have experience with word processing, Microsoft Office.
7. Preferably have general understanding of real and personal property appraisal records and process.
8. A current, valid driver's license is required.

ESSENTIAL MENTAL FUNCTIONS

Ability to analyze facts and to make sound judgments when greeting customers, routing phone calls and assembling information. Ability to place names in alphabetical order when filing. Ability to recognize correct spelling, punctuation, capitalization and grammar for data entry purposes. Ability to solve mathematical problems involving whole numbers, decimals, percents and simple fractions. Ability to listen to information and instructions and apply them to data changes, value adjustments and new situations. Ability to recall information after having a chance to study it.

PHYSICAL REQUIREMENTS

The physical demands 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. Vision must be adequate for data entry, mapping, and a variety of documents, forms, and letters. Hearing must be adequate for normal conversations and telephone communication. Required sitting at a desk or computer terminal for long periods while doing data entry and miscellaneous clerical duties. Standing when filing, researching records, or waiting on taxpayers. Occasional lifting and carrying a 50 pound or less required. Some walking, climbing, balancing, stooping, kneeling, reaching and handling required on many tasks. Must have fine and gross manual dexterity to operate the telephone, calculator, typewriter and computer. Ability to communicate ideas by means of the spoken word when meeting with taxpayers and taxpayer's representatives. May be required to assist with field appraisal work involving, measuring property, taking photos, driving vehicle to appraisal sites.

REMARKS

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties. The mental and physical demands described are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made as necessary to enable individuals with disabilities to perform the essential functions.