

Job Description

Job Title: Property Specialist

Prepared By: County Assessor

Classification: Full-time

Prepared Date: May 14, 2015

Department: Office Administration

Approved By: Human Resources

Reports To: Assessor and Deputy

Approved Date: 2/3/2016

Location: 525 E. Grand Ave.

FLSA Status: Non-Exempt

Job Summary: To perform a variety of duties involved in the appraisal of real estate at fair market value based on gathered data and market conditions. Perform office procedure and point of contact with the public.

Essential Duties and Responsibilities:

1. Use Computer Assisted Mass Appraisal (CAMA) system to list and determine fair and equitable market values on personal property; use the State of Wyoming system to generate reports to ensure uniformity and consistency countywide.
2. Assess personal property for industrial and commercial entities; perform annual audits of personal property renditions; explain market value of real estate and personal property to taxpayers; provide customer service in regard to assessment and taxation.
3. Adhere to safe work practices and procedures.
4. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned; attend annual continuing education classes as required by Wyoming State Statute.
5. Perform related duties and responsibilities as required.

Qualifications/ Requirements:

Knowledge of:

- Principles and practices of property improvements, building construction.
- Principles and practices of property appraisal and land economics.
- Principles mathematics.
- Modern office practices, methods, and equipment.
- Principles and procedures of record keeping.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Safe work practices.
- Principles and practices used in dealing with the public.
- Principles and practices of data collection and report preparation.
- Safe driving principles and practices.

Ability to:

- Read and interpret legal description, maps, and aerial photographs.
- Read and comprehend state directed appraisal manuals (commercial, agricultural, and mobile home).
- Manually figure costs through the use of commercially available manuals (Marshall & Swift).
- Collect, compile, and analyze information and data.
- Perform accurate mathematical computations.
- Prepare and maintain accurate and complete records.
- Respond to requests and inquiries from the general public.
- Meet and deal tactfully and effectively with the public.
- Work and remain calm under stressful conditions.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Use considerable tact, diplomacy, and interpersonal/human relation skills to maintain positive working relations.

Education/ Training/ Experience:

High School Diploma including the ability to learn specialized training in Fundamentals of Real Property Appraisal. Must be able to obtain a Permanent Certified Wyoming Tax Appraiser; and successful completion of a minimum of 28 hours of training from the list of accredited education programs every two years to maintain permanent certification.