



JOB POSTING

*REAL ESTATE DATA CLERK
TANEY COUNTY ASSESSOR*

Applications will be accepted until the position is filled.

JOB SUMMARY:

Maintain all real estate tax information in the Assessor's Office

RESPONSIBILITIES AND DUTIES

- Responsible for entering real estate tax information into computer and maintaining property record card files
- Answer real estate questions from tax payers by phone and in person
- Split tax forms
- Assess mobile homes on personal property
- Responsible for forms 11-A
- Queries on real property
- Increase notices
- File all forms, etc.

EQUIPMENT USED

- The Equipment used is representative of what the employee must be able to operate to perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Basic Office equipment such as computer, fax machine, copy machine, printer, telephone, calculator, etc.

REQUIREMENTS

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- The requirements listed below are representative of the knowledge, skill, and/or ability required
- Reasonable accommodations may be made to enable individuals with disabilities to perform the duties required
- Must be able to pass a background check and drug test
- Strong keyboard skills

EDUCATION / EXPERIENCE

- High School Diploma or GED
- Survey or Title experience
- 50wpm Typing

LANGUAGE SKILLS

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before customers or employees
- Must possess good phone skills

MATHEMATICAL SKILLS

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

REASONING ABILITY

- Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

OTHER SKILLS & ABILITIES

- Must demonstrate an ability to work with others in the department and with employees in all departments
- Must be a self-starter with good organizational skills

PHYSICAL DEMANDS

- Will be accompanying the field appraiser as required
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls, and talk or hear
- The employee is occasionally required to stand, walk, and reach with hands and arms
- The employee must occasionally lift and/or move up to 25 pounds

WORK ENVIRONMENT

➤ The noise level in the work environment is usually moderate

SALARY: \$12.00 per hour

STATUS: Full Time, Monday- Friday

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).

Applications can be obtained at www.taneycounty.org.

For information, please call (417) 546-7285.

Posted: Oct 5, 2020 Initials: DM