



# JOB POSTING

*PERSONAL PROPERTY ASSOCIATE  
TANEY COUNTY ASSESSOR*

**Applications will be accepted until the position is filled.**

## **JOB SUMMARY:**

Maintain all Personal Property tax information in the Assessor's Office

## **RESPONSIBILITIES AND DUTIES**

- Assist customers, County employees, & other Counties regarding tax records
- Keep assessment records current
- Assist in sorting, scanning & valuing approximately 40,000 Assessment lists into Personal Property records
- Use the NADA & DOR website to research correct vehicle values
- Load VIN #'s into system for accuracy of Assessment Value
- Make changes to accounts based on Assessment Lists & customer / government provided information
- Issue waivers to Residents new to area, name change or never assessed
- Assess other Personal Property ie: ATV, Farm Machinery, & Live stock

## **REQUIREMENTS**

- High School Diploma or GED
- Must be able to pass a background check and drug test
- Ability to work with Microsoft Windows, Word, & Excel
- Attend continuing education classes pertaining to position
- Work with other Assessor staff & other County employees
- Ability to multi-task
- Must provide courteous & accurate customer service
- Dependable & responsible work ethic

## **DESIRED SKILLS**

- Previous office experience
- Ability to type 60 words per minute & proficient in 10 key data entry
- Self-motivated

**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](http://www.taneycounty.org).**

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