



JOB POSTING
REAL ESTATE DATA CLERK
PART TIME-TEMPORARY
TANEY COUNTY ASSESSOR

JOB SUMMARY:

Assist in maintaining all real estate tax information in the Taney County Assessor's Office.

RESPONSIBILITIES AND DUTIES:

- Entering real estate tax information into the computer and maintaining property record card files, syncing CAMA
- Answer real estate questions from tax payers by phone and in person
- Complete split tax bills
- Assess mobile homes on personal property
- Conduct queries on real property
- Gathering and verifying data under direction of appraisers
- Matching and entering worked building permits and photos to the correct parcel in the CAMA program
- Assist in preparing appeals
- Assist in the production of new property records, printing and auditing. Ensure data syncs daily.
- Perform any other duties as needed and assigned
- Sketching structures with Apex

QUALIFICATIONS AND SKILLS:

- High school diploma or GED
- Knowledge of Public Land Survey System
- Strong Communication Skills
- Ability to read and understand legal descriptions and maps
- 50 wpm typing
- Survey and/or title experience

REQUIREMENTS:

- Attendance is key in this position
- Employee must occasionally lift up to 25 pounds
- Must Pass background check and pre-employment drug screening
- Valid Driver's License

Applications will be accepted until the position is filled.

SALARY: \$15.00

STATUS: Part Time/Temporary
Monday-Friday

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).
Applications can be obtained at www.taneycounty.org

Posted: 9/23/2024

DM