



JOB POSTING
DATA CLERK/APPRaisal ASSISTANT
TANEY COUNTY ASSESSOR

Applications accepted until the position filled

JOB SUMMARY:

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

RESPONSIBILITIES AND DUTIES:

- Enter real estate tax information into the computer & maintain property record card files, syncing CAMA
- Answer real estate questions from tax payers by phone & in person
- Complete split tax bills
- Assess mobile homes on personal property
- Conduct queries on real property
- Field work (including gathering & verifying data under direction of appraisers)
- Match & enter worked building permits & photos to the correct parcel in the CAMA program
- Assist in preparing appeals
- Assist in the production of new property records, printing & auditing. Ensure data syncs daily.
- Perform any other duties as needed & assigned
- Sketch 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
- Ability to traverse steep/rough terrain in all types of weather
- 50 wpm typing
- Survey and/or title experience
- Strong math skills

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

SALARY: \$16.00 per hour + [Benefits](#)

STATUS: Full Time (8:00am-5:00pm)
Monday - Friday

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

Posted: May 15, 2025

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