

JOB POSTING! JOB POSTING! JOB POSTING! JOB POSTING!

SAUNDERS COUNTY

ASSESSOR/REGISTER OF DEEDS OFFICE - JOB DESCRIPTION

Position: Assessor/Register of Deeds Office / Field Technician/Appraiser Assistant
Last Revised: April 28, 2023
Job Status: **FULL TIME**
Reports to: Assessor/Register of Deeds

SALARY WILL BEGIN AT \$16.12 BUT NEGOTIABLE WITH EXPERIENCE
***EXCELLENT GOVERNMENT BENEFITS**

I. GENERAL FUNCTIONS

This is technical work involving gathering data on real property in Saunders County. Work involves following established guidelines in the data gathering aspects of property in Saunders County; physical inspections of properties, research appropriate data; interview property owners; prepare field sketches. This position works under the direction of the County Assessor. This position does not supervise and is not expected to perform complex appraisal activities.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Collects and interprets specific data relating to construction, remodeling, addition, alterations and removals of existing buildings or structures. Includes determining property classification of structure.
- Makes on-site inspections that include data collection, measurements, perimeter sketches, age determination, site plans, photos, presence or absence of utilities, street and sidewalk improvements, floor plans, room count, physical condition observations and functional condition observations
- Record descriptions in the field including type and class of property
- Assists with organizing building permits, field notes and preparing field work
- Generates computer reports as assigned and as necessary

III. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Some knowledge of the principles, methods, practices and techniques of real property assessment is preferred but not required
- Graduation from a senior high school or equivalent
- Basic knowledge of appraising real property is preferred but not required
- Knowledge of Windows based PC and Microsoft Office Suite.
- Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice