

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Residential Real Estate Deputy
DEPARTMENT: Assessor
WORK SCHEDULE: Mon. – Fri. as Assigned
JOB CATEGORY: Not Used

DATE WRITTEN: September 2018
DATE REVISED:

STATUS: Part-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Residential Real Estate Deputy for the LaPorte County Assessor's Office, responsible for listing, calculating and applying accurate and uniform assessment values to residential and agricultural real estate parcels.

DUTIES:

Travels to property locations, physically measures and inspects exterior and interior of residential and agricultural buildings, accurately records property characteristics, sketches, dimensions, grades and conditions on state issued property record card.

Performs residential/agricultural pre-review, data collection, and neighborhood declination. Analyses and recommends adjustments to neighborhood factors and land rates using knowledge of market trends.

Performs annual data maintenance of residential and agricultural real estate parcels in CAMA system. Runs regular reports to check for errors and inconsistencies in assessment data.

Meets with taxpayers to discuss property valuation, assists in handling taxpayers' complaints, and supports property valuation in informal and formal hearings with taxpayer

Maintain knowledge of Indiana State Legislature directly affecting assessing procedures and can convey legislation efficiently to taxpayers and process the necessary state forms.

Regularly waits the counter and answer the phone to provide general assessment information.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Must possess reliable transportation.

Must have some Real Estate or Construction knowledge.

Must be able to enter data utilizing CAMA (Computer Assisted Mass Appraisal) software.

Must possess general office clerical skills involving multi-line phones, copiers, faxes, and scanners.

Knowledge of general office software, such as Microsoft Word and Excel.

Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings and other residential and agricultural structures. The ability to utilize measurement tools and perform basic computations in the field utilizing those measurements.

Ability to perform mathematical and statistical calculations and read/interpret detailed prints, sketches, layouts, specifications and maps.

Ability to utilize GIS software including but not limited to; Arcgis 10.2, Pictometry Online and Beacon.

Ability to utilize tools for mapping and assessing purposes including but not limited to tablets and other mobile devices.

Ability to occasionally work extended, evening, and/or weekend hours and regularly travel out of town, sometimes overnight, for training and to work at other County offices.

Ability to effectively communicate orally and in writing with co-workers, other County departments, representatives of private industry, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

assessor/pt.res.realestatedeputy

II. RESPONSIBILITY:

Incumbent is responsible for utilizing good communication skills and professional conduct in daily interaction with taxpayers in the office and out in the field on taxpayer's properties.

Incumbent is responsible for good decision making and must be aware of state mandated deadlines for assessing duties.

Incumbent will work with a team and also have their work checked by one of the following: Residential Supervisor, Deputy Assessor, County Assessor, or State of Indiana (DLGF) for controls. Incumbent will answer directly to County Assessor.

Incumbent is responsible for maintaining a level of knowledge obtained from the local real estate market.

Incumbent is responsible for understanding and applying current as well as new legislative changes and updates in Indiana law.

Incumbent used good communication skills to interact with taxpayers, local county offices, vendors and state officials.

III. PERSONAL RELATIONSHIPS:

Incumbent interacts within the department, daily with taxpayers, other county employees and department heads for the purpose of exchanging information, State Officials and software vendors as issues or concerns arise.

Incumbent reports directly to Residential Supervisor

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs majority of duties in the field and in a standard office. Incumbent is exposed to extreme temperatures and inclement weather, and dust and dirt. Safety precautions, including the use of protective clothing and proper shoe attire must be used at all times while in the field to avoid injury to self. Incumbent must be able to sit or stand/walk for long period dependent on office or field environment. Incumbent must be able to multi-task within the office as related to phone calls and assessment duties.

Incumbent will travel to attend state conference meetings, continuing education and other meetings as necessary.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of part time Residential Real Estate Deputy for the LaPorte County Assessor’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name