

Goshen County Assessor's Office

Job Description: Property Data Specialist

Summary: Under general supervision, must perform technical work of routine difficulty in gathering property appraisal information and assures the accurate recording and data entry into the appropriate computer database of all taxable property in Goshen County.

Qualification:

Minimum Qualifications:

- High school diploma or equivalent
- Two years of experience in clerical/office setting
- Current valid class C Driver's license.
- Must be bondable
- Must be able to work 7:30 a.m. – 4:00 p.m. Monday - Friday
- Requires excellent inter-personal skills with the ability to work closely with the public and coworkers
- Must be able to obtain temporary certification as a property tax appraiser as issued by the State of Wyoming within 1 year of date of employment; and permanent certification as a property tax appraiser as issued by the State of Wyoming within 5 years of date of employment

Job Functions: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed)*

- Performs customer service assistance to the public over the telephone or in person; provide general information regarding assessment processes.
- Performs field inspections of properties, and interviews land owners or residents to obtain technical property information; collects data using State and County guidelines and procedures. Conducts physical and visual on-site inspections and makes qualified judgments regarding the condition and effective age of the properties; ensures assessments accurately reflect property values and are legally defensible to the County Assessor as well as the County Board of Equalization. Measure, photograph, and collect data on all structures in sufficient detail and accuracy; verifies the features and characteristics of the land and property to be appraised; draws to scale the components and property as an aid in determining its value; draws improvements using computer software sketch program; makes square footage and perimeter calculations based on measurements obtained from structures inspected.
- Data enter all data and information gathered in the on-site inspection information into the State of Wyoming, Computer Assisted Mass Appraisal (CAMA) computer system and property assessment database in order to obtain fair market value and ensure and accurate record.

- Ability to become certified and maintain certification while employed within 5 years of the date of hire.
- Assists in the printing and mailing processes necessary in the operation of an Assessor's office.
- Assists in processing any documents and deeds to ensure and assist in accurate research and application of current ownership and addressing on all property.
- Access and update computer mapping programs and records systems as necessary.
- Assists in the research of land and improvement records for inclusion in appraisal reports; researches historical records to determine when structures were built.
- Assists in tracking building permits and other viable sources for possible changes to ensure accurate detail of data on all taxable property.
- Verifies, identify and assist taxpayers in the accurate reporting of personal property.
- Ensures the timely recording of all new taxable property within Goshen County.
- Ability to work on a deadline and must be trustworthy, disciplined and focused.
- Performs all of said job functions while working in close proximity to and with other coworkers in a team setting environment.
- Ability to work and perform other duties as assigned at the discretion of the Assessor or her assignee.

Helpful Knowledge/Skills:

- Additional education college experience or degree
- Knowledge of Assessor's Office operations and terminology
- Knowledge of computer program operation
- Knowledge, experience, education or training in the appraisal field
- Knowledge of property conveyance
- Knowledge of principles, practices methods and techniques of appraisal
- Knowledge and ability to follow and read a map to the appropriate location
- Knowledge and ability to read and understand a legal descriptions
- Knowledge of drawing software such as GPS/GIS
- Knowledge of digital cameras and tablets
- Knowledge of the county roads addressing, familiarity with the county overall
- Knowledge of construction methods and materials
- Knowledge in making arithmetic calculations/strong mathematic skills
- Skill in analyzing and interpreting the factors affecting property values
- Skill in writing legibly
- Skill in fluently reading and writing in cursive
- Skill in analyzing and interpreting the factors affecting property value