

Oconto County - Job Description

Job Title: Property Lister
Position #: 10208
Department: Land & Water Resources
Division: Land Information System
Reports To: LIS Administrator
FLSA Status: Nonexempt
Pay Classification: Grade H
Work Comp Code: 8810
EEO Code: 01-06
Approved Date: 08/05/2014

SUMMARY

Reports to the Land Information Systems Administrator, and is responsible for the daily supervision and direction of the Real Property Listing Section. Duties and responsibilities are covered by Wisconsin Statute.

This position is responsible for the creation of accurate listing of real property, which are derived from the comprehension, and interpretation of legal description of real estate documents of record from the Register of Deeds. Provide knowledgeable responses to concerns from the public on such topics as property ownership, property boundaries and property valuations. This position receives little guidance and oversight for verification by supervisor, working from policies and procedures, referring unusual matters to supervisor for clarification and interpretation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

Make and maintain accurate lists and descriptions of parcels of real property in the county, which are subject to tax and those, which are exempt from such tax. This position is responsible for accurate Assessment Rolls, Notices of Assessments, Tax Rolls and Tax Bills for taxation.

Maintains and provides lists, and descriptions of real property tax parcels in the county for use of assessors, city, village, and town clerks and county offices.

Prepare split file and perm file merge, work rolls and alpha lists for assessors.

Calculate and proof assessment rolls and furnish increase notices to individual townships.

Enter special assessments (Curb and gutter, sidewalks, etc.) Also manufacturing assessments and print these copies for municipalities.

Enter levies for all twenty-nine (29) municipalities into the computer and print tax bills and tax rolls.

Provide and attend training opportunities along with the Assistant Real Property Lister.

Maintenance of land transactions recorded in the County. Actions include: changing names in work rolls and on computer tax program, split file, condominiums, plats, CSM's, labels, etc.

Assist assessors in: balancing land and improvement values for assessment rolls through the up load process, and make value changes.

Obtain quotes, ordering assessor supplies, and help Land Information Systems Administrator determine this sections annual budget and other duties as needed.

Assist new and existing landowners in making title searches on ambiguous descriptions and in seeking property surveys.

Answer questions in person, over the phone, or through written correspondence.

Review of CSM's, County Plats, and State Plats for compliance in Oconto County Land Division Ordinance and State Statutes. Also review of Plat of Surveys on an individual basis per a surveyor's specific request, and for parcel area verification.

Issue parcel numbers for the new division of parcels created by metes and bounds, CSM's, County Plat's, and State Plats.

Make Board of Review Changes, confirm and balance figures with the municipalities and Assessors.

Answer questions and supply information for Bureau of Economic Assistance State of Wisconsin Department of Workforce Development in confidence.

Prepare charge backs with a written report/research and decide if the charge back is valid.

Charged with the responsibility of combining tax parcels in compliance with Land Division Ordinance.

Assist and provide input into the digital maintenance of tax parcel mapping.

Supervise and provide input into the taking of lands by tax deed.

Input data into computer tax programs and have some knowledge and understanding of those programs.

Prepare information in land disputes between landowners in preparation for court.

Assist property owners in the division of tax bills in land splits.

Interpret the Land Division Ordinance and State Statues with respect to land division.

SUPERVISORY RESPONSIBILITIES

Directly supervises one employee in the Real Property Listing Section. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employee, planning, assigning and directing daily, routine work, addressing complaints and resolving problems regarding matters pertaining to the Real Property Listing Section.

SUPERVISION RECEIVED

Employee receives little guidance and oversight for verification by supervisor, working from policies and procedures, referring unusual matters to supervisor for clarification and interpretation.

QUALIFICATIONS

Associate's degree (A. A.) or equivalent from two-year college or technical school preferred or 1 to 3 years related experience and/or training; or equivalent combination of education and experience.

Knowledge of assessment methods, techniques, legal descriptions of land and the accompanying laws/regulations dealing with property records and conveyances. This knowledge may be gained through specific training or a minimum of 3 years of successful work experience as a real property lister.

Ability to read and interpret maps and plats properly. Passing of a basic mapping test may be required.

Knowledge of balancing and accounting procedures relating to tax rates and tax billing.

Capable of typing/work processing at reasonable rate of speed and accuracy.

Knowledge of the Oconto County Land Division Ordinance and its interpretation.

Knowledge of office terminology, policies, practices and procedures.

Knowledge of regulations pertaining to land surveys.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors. Able to use tact and diplomacy in dealing with other county employees, departments, local and state officials and agencies and outside contacts such as (County Clerk, I.S Department, Register of Probate, Highway Dept., Sheriffs Dept., Veterans Services, Wisconsin Dept. of Transportation, Wisconsin Dept. of Natural Resources, Wisconsin Dept. of Revenue, Appraisers, Abstractors, Surveyors, Attorneys, etc.)

Ability to carry out policy and programs to media and trouble shoot problems for the property owner, such as incorrect legal description, acreage, ownership, value of the real property and special assessments. Make decisions based on precedent and regulations, high degree of tact and accuracy essential.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to calculate units of measurement related to mapping and surveying techniques in addition formulas relating to tax bills to ensure accurate information.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

These duties require a high degree of accuracy and responsibility to assure accurate listings. In addition this position has a high demand of mental and visual attention to the duties involved to create the end resolve, accurate tax bills and information.

Errors in this program may affect the property owner as well as the municipality, state and local entities with monetary loss.

This position must be able handle a broad area of trouble shooting that pertains to this program.

CONFIDENTIALITY

Employee occasionally completes data requests reports from State Dept. of Workforce Development for economic support.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License, including insurance.

MATERIALS AND EQUIPMENT USED

General office equipment, computer, keyboard, printer, calculator, photocopier.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move more than 100 pounds when loading paper for large copy machine and loading mylar parcel map cabinet. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock and occasionally works in areas with security measures in place and occasionally works with persons of questionable character. The noise level in the work environment is usually moderate. Distractions caused by walk in or phone in clients, and irate taxpayers may cause working conditions to be difficult at times. Travels occasionally

DISCLAIMER

The above statements are intended to describe the general nature of the job. They are not intended to be an exhaustive list of specific responsibilities, duties and skills required by personnel so classified.

Oconto County is an Equal Opportunity and Affirmative Action Employer. In compliance with the American with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.