

JOB DESCRIPTION TELLER COUNTY

<u>Job Title:</u>	Property Records Administrator	<u>Classification:</u>	Non-Exempt
<u>Department:</u>	Assessor's Office	<u>Salary Range:</u>	20
<u>Reports to:</u>	Chief Deputy Assessor	<u>Job Status:</u>	Full Time

SUMMARY OF JOB RESPONSIBILITIES:

The Property Records Administrator coordinates and oversees the work of the Property Records Technicians, handles various administrative functions relating to property ownership and classification; acts as liaison with appraisal and data analysis staffs; responsible for preliminary sales classification process.

FUNCTIONS/TASKS: (All persons, with or without reasonable accommodation, who can perform the essential functions/tasks required on this job or position will receive full consideration toward it.)

ESSENTIAL FUNCTIONS:

- (1) Supervise correspondence and business forms, data entry processes and database accuracy completed by subordinate employees.
- (2) Coordinate with the Chief Deputy Assessor in formally evaluating the job performance of and disciplinary actions for subordinate employees.
- (3) Manage the Law Enforcement Confidentiality Program.
- (4) Process abatements; including research, monitor deadlines and calculate tax refunds.
- (5) Process applications and maintain records for Senior Homestead and Disabled Veterans Exemptions. Monitor legislative changes and ensure program compliance.
- (6) Assist in preparation of, input, and monitor the Assessor's Budget.
- (7) Prepare and schedule BOCC Agenda requests; prepare supporting packets.
- (8) Assist Deputy Assessor in the maintenance of inventory and purchase of office supplies including the process of purchase orders, vouchers, invoices and the justification of vendor statements; review month-end reports of expenditure.
- (9) Assist Deputy Assessor in distribution and control of County-issued equipment. Provide support in the collection of equipment when an employee exits.
- (10) Answer inquiries from the public regarding the valuation process and general questions as they relate to the Assessor's Office.
- (11) Review, evaluate, and update information on the Assessor's website.
- (12) Assist with various tasks during appeal process, including notifications of non-compliance with deadlines, preparing necessary documentation and tracking stipulations and withdrawals during appeal period.

OTHER FUNCTIONS/TASKS:

- (13) Perform similar duties assigned.

Property Records Administrator (continued):

MINIMUM REQUIREMENTS: (The following requirements are necessary to reasonably ensure the County that the individual selected for this position will be able to perform the essential functions/tasks of the position.)

- (1) Skills/Knowledge:
Thorough understanding of ownership transfer documents and basic real estate law.
Advanced knowledge of real estate transactions and legal descriptions.
Comprehensive understanding of Colorado Statutes as they relate to property taxation and the guidelines, regulations and requirements of the Colorado Department of Property Taxation.
Knowledge of basic computer skills and programs.
Must be detail oriented and have exceptional organizational skills.
Ability to work and communicate effectively with co-workers, other County staff and the public.
- (2) Experience/Education: Associates of Arts Degree or equivalent experience including two (2) years of real estate/property records/appraisal experience or any equivalent combination of education and experience.
- (3) Visual Acuity/Hearing/Speaking: Ability to communicate adequately with co-workers, public officials and the public.
- (4) Physical Effort/Dexterity: Ability to operate computer and standard office equipment.
- (5) Environmental Factors: N/A
- (6) Work Schedule/Characteristics: 40 hours per week; willingness to work unscheduled overtime and/or weekend hours when required.