

**WINNEBAGO COUNTY
POSITION DESCRIPTION**

POSITION TITLE: TAX LISTING SPECIALIST

DEPARTMENT: PLANNING & ZONING

DATE: February 2014

POSITION PURPOSE: Assists the Tax Listing and Assessment Coordinator in various aspects of property tax listing and assessment procedures.

POSITION IN ORGANIZATION: Reports to Tax Listing and Assessment Coordinator.

ESSENTIAL DUTIES:

1. Performs updates to the land records system to reflect accurate and current information resulting from deeds, certified survey maps, splits, mergers, ownership changes, address changes, and legal description changes.
2. Confirms accuracy of titles; assigns parcel numbers and enters them into the land records system when needed.
3. Reads and answers correspondence; answers telephone calls and responds in person to inquiries from attorneys, realtors, surveyors, title companies, and the general public regarding legal descriptions, assessments, parcel ownership, lot sizes, and related matters; provides copies of records on request and collects fees as appropriate.
4. Provides information to municipal assessors, clerks, and treasurers at their request.
5. Enters assessment data into land records system and assists in preparation of assessment rolls and in transmission of rolls to municipal officials.
6. Enters data regarding special assessments for trust and non-trust charges, and real estate and personal property assessments from state manufacturing roll.
7. Assists in preparing tax bills.
8. Verifies accuracy of all information entered into land records system.
9. Becomes familiar with all aspects of the tax listing and assessment system and is prepared to perform all duties of the Tax Listing and Assessment Coordinator in his or her absence.
10. Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

1. High school diploma or GED is required; bachelor's or associate's degree or other post-high school formal training in a related field is preferred.
2. A minimum of two years' work experience in property assessment, title examination, appraising, surveying, geographic information systems, or another related field is required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Thorough knowledge of legal descriptions for real property, including ability to read and interpret legal descriptions and correlate them with parcel maps.
2. Ability to understand Wisconsin statutes pertaining to real estate assessment, property taxation, surveying, and document recording.
3. Ability to perform title searches and to research and interpret land records.
4. Knowledge of basic cartographic and geographic information system methods, including ability to read and interpret survey maps.
5. Knowledge of mathematics including addition, subtraction, multiplication, division, ratios, area calculations, and algebraic formulas.
6. Ability to type a minimum of 35 words per minute.

7. Demonstrated ability to use computer software including the ability to learn and become proficient with using land records management software.
8. Ability to communicate effectively in oral and written format.
9. Ability to establish and maintain effective working relationships with co-workers, other governmental agencies and departments, and the general public.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position and work with a computer for 6 to 7 hours a day.
2. Ability to function in situations encountered in a normal office setting and to use office equipment including telephone, computer, printers, and photocopiers.