

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Residential Real Estate Deputy  
**DEPARTMENT:** Assessor  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT V (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** June 2008  
**DATE REVISED:** August 2015

**STATUS:** Full-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 delineation. Also 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. Also runs regular reports to check for errors and inconsistencies in assessment data.

Ability to read legal descriptions and translate them to property record cards as well as an aptitude for measuring and listing irregularly shaped lots or excessively large parcels of land.

Computes final estimation of property values, taking into account such factors as depreciation and replacement cost using Indiana cost manual, as well as value comparisons of similar properties and income potential.

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

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

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

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

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

Must be at least 18 years of age.

Must possess reliable transportation.

Must be possess Indiana Level II Assessor's Certification or be able to achieve within six (6) months of hire date. Also must be able to maintain this certification through continuing education for duration of employment.

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. Also 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.

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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.

## **II. RESPONSIBILITY:**

Incumbent is responsible for applying the correct assessed value to residential and agricultural properties, the direct result which has an impact in determining the amount of tax incurred and a possible non-compliance issue from the State of Indiana, resulting in a loss of time and money for the county and possible litigation from taxpayers.

Incumbent is responsible for maintaining state education standards, including but not limited to Level II Indiana Assessor/Appraiser certification, and maintaining a working knowledge of 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 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; the Residential Supervisor, the Deputy Assessor, the County Assessor or the State of Indiana (DLGF) for controls. Incumbent will answer directly to Residential Supervisor and secondly to the County Assessor and Chief Deputy Assessor.

Incumbent needs a strong work ethic, integrity, the ability to self-motivate, an attention to detail, dependability and a tolerance to high stress situations and timeframes.

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

## **III. PERSONAL RELATIONSHIPS:**

Incumbent interacts daily with taxpayers at counter, on the telephone, and on taxpayer's property in the field.

Incumbent interacts with co-workers, supervisors and other departments daily.

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Incumbent interacts with State Officials occasionally.

Incumbent interacts with vendors as software issues or concerns arise.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent works in both an office and in the field environment in all temperature and weather extremes.

Incumbent must be able to sit or stand/walk for long periods dependent on office or field environment.

Incumbent must be able to multi-task within the office as relates 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 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