

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

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

DATE WRITTEN: March 2006
DATE REVISED:

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 functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Real Estate Deputy for the Michigan Township Assessor, responsible for performing various real estate and administrative duties.

DUTIES:

Conducts field visits to mobile home parks, comparing information provided by Park Manager to actual site visit on an annual basis.

Receives building permits from city departments within Township, locates correct owner/property record card, performs site visits to measure new construction, and gathers all information per state guidelines to provide proper assessment of property.

Prepares and disseminates information on real estate cards to realtors, appraisers, and the general public.

Records, interprets, and explains homestead exemptions for the general public responding to inquiries with information from real estate cards.

Maintains, records, files, and prepares transfers of real estate for Township residents and businesses.

Assists with reassessment of all property in Township during state mandated reassessment.

Calculates land values according to state guidelines.

Sells dog tags to Township residents and types list to be turned over to Township Trustee.

Answers telephone and greets visitors, determines nature of call or visit, answers inquiries and provides assistance, takes messages, or routes to appropriate person or agency.

Maintains cross file record system by legal description and real estate ownership.
Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 18 years of age.

Possession of and ability to maintain possession of Level II Assessor/Appraiser certification preferred.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge of standard English grammar, spelling, and punctuation and ability to perform arithmetic calculations.

Ability to accurately maintain and update files and compile records.

Ability to read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to operate various measuring tools to gain dimensions of building wall heights, size, and other related data.

Ability to operate a variety of standard office equipment, such as computer, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

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.

Ability to effectively communicate orally and in writing with co-workers, Auditor's Office, Treasurer's Office, and members of general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral and written form.

Ability to occasionally travel out of town for continuing education classes per state code.

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

II. RESPONSIBILITY:

Incumbent exercises analytical reasoning in carrying out regular and recurring duties and receives general work instructions with intended results clearly specified. Work is reviewed in progress and upon completion for adherence to instructions and policies of department. Errors in incumbent's work are primarily detected or prevented through supervisory review and/or notification from other departments. Undetected errors could result in loss of time to correct error and/or inconvenience to other departments or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Auditor's Office, Treasurer's Office, and members of the general public for the purposes of updating and maintaining property information and carrying out office policies.

Incumbent reports directly to Township Assessor.

IV. PHYSICAL EFFORT/WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, including sitting/walking at will, standing/walking for long periods, walking on uneven terrain, lifting/carrying objects weighing under 25 pounds, pushing/pulling objects, crouching/kneeling, bending, reaching, driving, close/far vision, speaking clearly, color/depth perception, hearing sounds/communication, and handling/grasping objects. Incumbent may be exposed to extreme temperatures and inclement weather. Incumbent may be exposed to irate/hostile individuals. Incumbent may be occasionally required to travel out of town for continuing education classes per state code.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Real Estate Deputy for the Michigan Township Assessor 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