

JOB TITLE: Administrative Technician

TAX/14

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position performs technical duties in collecting and analyzing real estate sales and income expense data for use in determining market values of properties for tax purposes.

MAJOR DUTIES:

- o Collects and qualifies real estate market and income data from deeds, buyers, sellers, multiple listing services and other sources; maintains sales histories and determines quality of data.
- o Provides administrative and technical support to the Tax Assessor; prepares payroll; sends email, memos, faxes, and letters; records, types, and distributes minutes; creates invoice requisitions; makes copies.
- o Analyzes and prepares data for use in sales ratio studies and market trend analysis; prepares various spreadsheets, graphs and related reports using specialized appraisal, spreadsheet and word processing software.
- o Runs reports for co-workers and outside individuals and organizations from specialized software and data collected for statistical analysis of neighborhoods, base area, and various types of styles and improvements.
- o Assists responsible parties in defending data and appraisal outcomes.
- o Assists appraisal staff in processing and preparing statistical reports.
- o Maintains vehicles and other equipment use on the job.
- o Assists the public and answers inquiries concerning market information and data collection processes.
- o Assists co-workers with minor Microsoft Office Products questions.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of the standard practices, techniques, materials, and equipment used in collecting and analyzing real estate sales and market values.

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- o Knowledge of computer programs and data entry requirements for maintaining and manipulating property sales information.
- o Knowledge of the preparation of sales and market data and of statistical techniques used in arriving at property values.
- o Knowledge of the property appraisal process.
- o Knowledge of the geography of the county.
- o Knowledge of applicable federal, state, and local laws and regulations.
- o Skill in researching deeds and plats.
- o Skill in reading and interpreting maps and deed information.
- o Skill in operating a computer, facsimile machine, calculator, copier, postage machine, and automatic letter folding machine.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Real Estate Division Manager assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and local laws, department policies and procedures, and rules and regulations regarding appeals procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in research and database maintenance.

SCOPE AND EFFECT: The purpose of this position is to provide administrative and technical support to the appraisal process.

PERSONAL CONTACTS: Contacts are typically with co-workers, taxpayers, appraisers, lawyers, surveyors, realtors, other county employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.