

Morgan County VACANCY ANNOUNCEMENT

POSITION: SENIOR APPRAISAL CLERK

DEPARTMENT: ASSESSOR

Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Fort Morgan Workforce Center
411 Main Street, Suite 200
Fort Morgan, CO 80701

SALARY: \$1816.00 per month

VACANCY CLOSING DATE: Friday, August 20, 2010; 4:00 p.m.

APPROXIMATE STARTING DATE: September 7, 2010

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, political affiliation, or any other legally protected status.

MORGAN COUNTY POSITION DESCRIPTION

TITLE: Senior Appraisal Clerk

GRADE: 4

DEPARTMENT: Assessor Office

DIVISION: Professional & Admin

EXEMPT/NON-EXEMPT: Non-exempt

REVISED: August 4, 2010

SUMMARY:

This is experienced level into administrative level in assessment and non-licensed. This involves the discovery and listing of ownership to land parcel by recorded documents of the Clerk and Recorder. Processing recorded plats and creation of property record documents. Monitor phone traffic and transfers. Assists in digital mapping resources and greeting the public.

SUPERVISION RECEIVED:

Receives supervision from the Assessor, Deputy Assessor, Chief Appraiser and Administrative Supervisor.

RESPONSIBILITIES/DUTIES:

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The County Assessor retains the right to modify or change the duties or essential functions of the job at any time as needed.

- ◆ Maintaining and monitoring property file systems.
- ◆ Recording property transfers and changing data in the computer system and on maps.
- ◆ Handle receptionist duties as per public and telephone needs.
- ◆ Assists ADM Deputy in data management and integrity issues of the computer system.
- ◆ Assist the appraisal staff in maintenance of property records.
- ◆ Maintain the files on State Assessed, special assessments, tax authorities and their respective files and maps.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- ◆ Ability to read and interpret maps and legal descriptions
- ◆ Ability to work under stress and to meet deadlines.
- ◆ Knowledge of State revenue and taxation laws governing the preparation of assessment rolls.

- ◆ Excellent customer relations abilities.
- ◆ High level of memory skills.

EDUCATION/EXPERIENCE:

- ◆ High school diploma or GED equivalent.
- ◆ Valid Colorado driver's license.
- ◆ Experience of Microsoft Office applications.
- ◆ Knowledge of multi-line telephone system.
- ◆ Knowledge of recording documents concerning ownership.

WORK ENVIRONMENT:

Work can be performed in the office as well as in the field. This requires moderate exposure to weather elements or hazards associated with inspections.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ VISION - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ HEARING - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ LIFTING - Must be able to lift, carry, push or pull a minimum of 25 pounds.
- ◆ MOBILITY - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ DEXTERITY - Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ COMMUNICATION - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ DRIVING - Individual must be able to operate a motor vehicle.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently : Activity exists between 1/3 and 2/3 of the time.

*Constantly : Activity exists more than 2/3 of the time.

Employee Signature:	Date:
Human Resources Signature:	Date:

POSITION VACANCY

Morgan County Government seeks a full-time Sr Appraisal Clerk in the County Assessor's Office. Applications may be obtained at the Fort Morgan Workforce Center, 411 Main St., Fort Morgan, CO, or visiting our web site at www.co.morgan.co.us or calling (970) 542-3537. Application deadline is August 20, 2010

PUBLICATIONS: Fort Morgan August 13, 14, 16, 2010
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