

Job Description

Human Resource Use Only
Position Number:
Step/Grade- J
Effective Date:

POSITION IDENTIFICATION

Position Title: Assessment and Property Listing Technician

Division: Community Development

Status: Full Time / Non-exempt

Normal Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Community Development Director

Directly Supervises: None

POSITION PURPOSE

The Assessment and Property Listing Technician (“Technician”) is responsible for assisting with the accurate and equitable valuation of all residential real estate, commercial real estate, and personal property in accordance with Wisconsin Statutes. This technical level position assists the Statutory Assessor (contract assessment services) with implementation of the policies and procedures necessary for completion of the annual assessment roll. Once appropriate certifications are obtained, the Technician also participates in fieldwork to assist with appropriate valuation for residential and commercial properties. The Technician assists with City-wide revaluations when undertaken through contract assessment services. The Technician must regularly exercise technical judgment based on familiarity with tax assessment procedures and laws. The position requires a measure of independence, the exercise of good judgment, and the ability to adapt to new situations and work procedures.

The Technician assists with duties described as a Property Lister under Wis. Stat. § 70.09, which includes processing the documents that affect land boundary location, title interest and extents, and property taxation status so land interest can be identified, listed, mapped, assessed, and taxed, and providing technical and/or professional assistance to the public concerning issues related to land ownership and location. The listing function is to create and maintain the City’s current file accurately displaying property ownership, mailing addresses, and taxing status.

ESSENTIAL DUTIES

- Appraises residential and less complex commercial real properties.
- Assists in field reviewing and verifying estimated sales prices.
- Measures, plots, diagrams, and describes buildings; computes square foot area and notes quality characteristics for property records.
- Interprets legal descriptions, blueprints, and topographical maps.
- Assists in appraising typical properties to develop unit value factors for revaluing a neighborhood.
- Collects sales and building cost data. Collects lease, rent, business income, and business expense data.

- Explains appraisal and assessment practices to the public. Answers inquiries from the public regarding property records.
- Assists in examining accounting records, financial statements, and related documents of commercial business firms and apartment houses to verify the accuracy of reported data.
- Assists in processing property statements by inspection and comparison to prior year statements to determine if all property is reported.
- Assists in preparing assessment appeal cases and testifying as to market value before the Board of Review.
- Adheres to the “Wisconsin Property Assessment Manual” (WPAM) in appraisal practice and procedures.
- Assists the Statutory Assessor with preparation and submittal of required reports to the Wisconsin Department of Revenue (DOR). Works closely with the City’s IT department to assist with the transfer/upload of electronic data.
- Collaborates with the Engineering Aide in the following duties: (i) updating property ownership and legal description information for all parcels of real property in the City based upon the timely review of deeds; (ii) reviewing all deeds and Certified Survey Maps (CSM) for the City; and (iii) updating the IAS database.
- Assists with the review and processing of annual Statements of Personal Property.
- Maintains communication with Statutory Assessor and forwards internal and external customer request to the Statutory Assessor when appropriate.
- Utilizes the GIS system, and confers with the Engineering Aide and Associate Planner on any parcel map irregularities.
- Assists with development of the annual department budget.
- Utilizes CAMA software, other databases, and spreadsheets.
- Performs related work as required.

OTHER DUTIES

- Assists the Statutory Assessor with preparation of assessment change notices, the annual assessment roll, brochures, sales lists, and related materials for distribution to property owners.
- Confers with state, county, and other City departments on matters of zoning, building ordinances, easements, engineering requirements, and any other conditions that may affect the market value of property.
- Develops and maintains Assessor’s page and property records on the City’s website, and works closely with the Information Technology (IT) department on this effort.
- Reviews and comments on all appraisals prepared by fee appraisers under contract with the City for various land acquisition needs.
- Assists the Community Development Director and City Attorney in the preparation of annual contracts for assessment services.
- Attends City meetings and performs others duties as required.

MINIMUM POSITION QUALIFICATIONS

Education: Minimum high school graduate or equivalent. Associates Degree in a related field (property assessing, IT or GIS, business, construction, real estate, etc.) preferred.

Experience: 1 to 2 years of prior appraisal or municipal experience preferred. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position.

Certifications/Licenses: Certification by the DOR at level of at least “Assessor Technician” is required at time of hire. Must obtain Certification by the DOR at level of at least “Property Appraiser” within one year of hire. Must be able to maintain appropriate number of continuing education credits.

Other Requirements: Must possess valid Wisconsin driver’s license. Work must be accurate and error free. Must possess ability to type with accuracy.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of valuation and assessment principles, practices, and techniques, and Wisconsin property tax laws and regulations.
- Ability to interpret a variety of financial reports, including income and expense statements, property transfer documents, mortgages, leases, deeds, blueprints and building plans.
- Knowledge of the Public Land Survey System and ability to interpret legal descriptions and property boundary descriptions.
- Ability to make accurate decisions involving a wide range of types of properties, and the skills to support these decisions with valid and reliable information.
- A good working knowledge of computer operations and procedures is required. Ability to learn operation of computer-assisted mass appraisal systems, word processing programs, spreadsheets, and databases is required.
- Independent self-starter, with strong organizational skills, good judgment and ability to adapt to new situations.
- Ability to meet multiple deadlines and work effectively in a team environment.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; to collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions and data in mathematical or diagram form; and to deal with several concrete and abstract variables.
- Ability to read and interpret policy manuals, technical manuals, legal law manuals; to present facts and recommendations effectively in written and oral form; and to prepare and issue reports, and documents to be used by staff, boards, and the general public.
- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals; apply concepts such as percentages, ratios, area, volume, circumference and proportions; ability to interpret basic descriptive statistical data and reports; and the ability to interpret graphs and formulas involving several variables in complex situations.
- Ability to gain familiarity with local property values and trends, building costs and sources of comparative information.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity: While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; reach with hands and arms; talk and hear. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in the operation of computer keyboard, telephone and calculator.

Physical Effort: The employee often may be required to climb steps or steep inclines. The employee is required to operate an automobile and enter and exit the automobile several times a day. The employee is occasionally required to lift and/or move up to 50 pounds

Working Conditions: While performing the duties of this job, may be exposed to outside weather conditions; often walks over uneven terrain; occasionally encounters dusty or damp building interiors. The noise level in the work environment is typically moderate, however there may be some exposure to construction noise at inspection sites. The environmental adaptability described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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