

JOB TITLE: DATA ENTRY ADMINISTRATOR

DEPARTMENT: Assessor's Office

SUPERVISOR: Assessor, Chief Deputy

SUPERVISION EXERCISED: Supervises Data entry employees.

EXEMPT STATUS: Exempt



Summary:

The position Supervise and carries out Assessor's calendar deadlines to ensure completion of State requirements by balancing and maintain each roll by following State requirements and perform outlined checklists on each assessment roll. The position will collect and analyze sales information from property owners and the MLS for maintaining the costing model. Along with the Assistant Manager-appraisal, Chief Deputy, and Assessor, establish base values and modifiers in the CAMA system by creating valuation models and help prepare for ratio studies to ensure fair and equitable Assessments.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any order of priority and may be amended or added to by the Assessor at any time:

1. Demonstrates a high level of knowledge and understanding of department processes. Possesses strong communication ability in articulating responses to most questions by property owners relating to the valuation and assessment of property including all available benefits and exemptions from local and/or state-run programs.
2. Supervise data entry employees by Collection of data, prepare, and analyze State required reports and assessment reports; gather data and maintain the State offered exemption programs; and run various reports for public or government agencies. Administer, develop, and run new query reporting system. Supervise and carry out Assessor's calendar deadlines to ensure completion of State requirements. Balance and maintain each roll following State requirements and perform outlined checklists on each assessment roll. Supervise the mailing of rolls to the post office to meet on time schedule date laid out by State Statute
3. The position will collect and analyze sales information from property owners and the MLS for maintaining the costing model. The work is performed under the direction of the Chief Deputy Assessor, but some latitude is granted for the exercise of independent judgement and initiative. Along with the Assistant Manager-appraisal, Chief Deputy, and Assessor, establish base values and modifiers in the CAMA system by creating valuation models, reviews, and tests models to ensure accuracy. Prepare for ratio studies to ensure fair and equitable Assessments.
4. Must have the ability to solve practical problems interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; adapt or modify existing systems, procedures, or methods to new situations to help make the Assessor office more efficient
5. Must possess excellent customer service skills to deal with the public. Must have a strong understand of Idaho State code and Statute.

Additional Duties and Responsibilities

1. Assists in other responsibilities of the Assessor's office as needed such as helping with Assessor's for the current and future 5-year plans.
2. Formulate data collection techniques and implement secure procedures for data handling and analysis.
3. The ability to adapt to changing policies, procedures and perform other duties as assigned.

Education/ Experience:

1. A bachelor's degree in business or related field and/or 5 years of progressively responsible work experience in the assessment field or other related or relevant experience and/or special aptitude for the job.
2. Must be able to perform detailed and complex sales analysis, develop valuation models for application within defined market neighborhoods along with the Appraisal teams members. Requires a high-level understanding in mathematics, algebra, geometry, statistical analysis, and ratios studies.
3. Ability to effectively utilize interpersonal communication and public relations skills to establish and maintain good working relations both internally and externally.
4. Must possess Certified Tax Appraiser designation for the Idaho State Tax Commission. Must take 32 hours of professionally approved continuing education and GIS education to become proficient/certified in GIS for purposes of analysis. Every 2 years.

Technology and Tools Requirements:

Proficient ability to use a personal computer and associated peripherals and use Microsoft Windows, Microsoft 360, general office equipment. Ability to operate a variety of technical tools and equipment, must be proficient with the use of the UADWEB, and PROVAL (computer programs which are designed specifically for the assessing and taxing process). Coordinates department system needs with County IT Staff for Appraisal Cama System (Pro-Val and UADWEB).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk and sit, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. Regularly required to use hands to keyboard, handle or manipulate tools used in performing the job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and sometimes hazardous driving conditions.

Requires valid state driver's license. History of good driving record, ability to be insured.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary.

I have review and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature:

Date:

Please Print Name:
