

JOB TITLE: **Deed Processor**

DEPARTMENT: GIS/Assessor

SUPERVISOR: GIS Director

SUPERVISION EXERCISED: None

EXEMPT STATUS: Non-Exempt

LAST REVISION: 06/08/2022

Job Scope

Summary: Maintains an accurate and complete record of property ownership in Bonner County.

Other Information: Work involves frequent situations where professional judgment is required to apply standard practices and decision making within clearly defined parameters and definite directions per Idaho Code and Assessor Policy. Communicates regularly with the employees of the Assessor's Office, GIS department, with employees of other county offices and with customers of the county. Work has an over-riding impact on the operations of multiple county departments and functions as it pertains to the proper maintenance of the records and documentation of land ownership for tax purposes throughout the county. Work is typically performed in an office environment. Travel outside the local area is for on-going education and training.

Essential Duties and Responsibilities

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order and may be amended or added to by the County at any time.

1. Ascertains and maintains the current ownership records of property from recorded and other approved documents.
2. Receives, evaluates and interprets recorded and unrecorded legal documents for assessment purposes.
3. Loads documents pertaining to ownership changes into the paperless deed program, inputs necessary information into the computer system.
4. Notifies GIS of splits segregations and combinations.
5. Works with title examiners, attorneys and the public with property ownership and legal description questions.
6. Maintains a positive, helpful, constructive attitude and working relationship with Department Head and departmental employees, other County employees, Elected Officials and the public.
7. Maintains and expands current knowledge of existing technologies as they relate to the County and State guidelines and GIS technologies.
8. Utilizes CoGo(Coordinate Geometry) to verify legal descriptions, checking for closure and location. Ability to learn and apply new methods and technology (ERSI) are a fundamental requirement of this position.
9. Maintains and expands current knowledge of Idaho State Statutes and State Tax Commission Rules pertaining to property ownership.

10. Performs all other duties as assigned.

Job Specification

1. Sufficient combination of knowledge, skills and abilities to competently perform the essential functions of the job. High school diploma or equivalent is required.
2. Understanding and interpreting legal documents relevant to legal ownership, terms and conditions, boundaries and closure of the property described.
3. Highly competent in deciphering complex and simplistic legal descriptions of property.
4. Manages documents pertaining to ownership changes, inputs necessary information into the CAMA system, routes documents to staff for additional processing as necessary.
5. Must be sufficient in knowledge of multiple computer programs such as AS400, UADWEB, Pro Val and ERSI.
6. Ability to use PC based computers and their systems, and use other small business machines typically found in an office environment including, but not limited to, printers, copiers, fax machines, telephones, and hand held devices.
7. Must understand a basic network structure in order to sufficiently organize data.
8. Ability to read, analyze and interpret technical procedures governmental regulations; write original reports and business correspondence; effectively present information and respond to questions from managers, and the general public; read, write, hear and speak in English.
9. Specialized training, or certificates in mapping programs.
10. Applicant must possess the ability to perform well in a detail-oriented work environment. Accuracy and attention to detail is critical since many county departments and agencies will rely on the data in time-sensitive situations.
11. Must complete assigned in-service training courses and maintain certifications.
12. Must obtain/retain a valid Idaho Driver's License.

Certificates, Licenses, Registrations

Successful completion of Idaho State Tax Commission (STC) Appraisal Course 1 or International Association of Assessing Officer's (IAAO) Course 101 within twelve (12) months of assignment of duties in this position. Must obtain STC Cadastral Mapping Certification within three (3) years of assignment. Must periodically complete assigned in-service training courses, including a minimum of thirty-two (32) hours STC approved continuing education credit hours every two (2) years upon cadastral mapping certification.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); frequent fingering, grasping, walking, and repetitive motions; occasional heavy lifting of file boxes. Requires good general vision.

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

I have reviewed 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: _____