

Madison County, Iowa
Position Description – Assessment Technician

Position: Assessment Technician

Reports to: Assessor

Department: Assessor

Effective Date: 1/12/23

FLSA: Non-Exempt

General Summary

Provide general assistance to Assessor and Deputy in accordance with the rules governed by the State of Iowa, Department of Revenue. Time will be divided between being in the field listing property and in the office performing general office duties.

- I. Essential Functions
 1. Answer telephone calls, greet customers, and provide information as requested.
 2. Work with taxpayers applying for property credits and exemptions.
 3. Measure and list buildings under director supervision of Assessor or Deputy.
 4. Complete special projects as determined by the Assessor or Deputy
 5. Attend meetings, conferences and workshops as determined by the Assessor.

- II. Education / Experience / Licensing
 1. High school diploma or equivalent.
 2. 2-4 years of work-related experience in real estate.
 3. 2-4 years of work-related appraisal experience.
 4. Valid Iowa driver's license.

- III. Knowledge / Skills
 1. Knowledge of building construction practices and of building and land costs.
 2. Knowledge of Madison County's roads and landmarks.
 3. General knowledge of reading maps and legal descriptions.
 4. Basic typing and general math skills.
 5. Knowledge of personal computer – Outlook, Word, Excel, Access.
 6. Effectively meet and communicate with the public, co-workers, and others.

- IV. Physical Requirements and Work Environment
 1. Must be able to drive to inspection site, climb stairs and navigate a working construction site.
 2. Accurately measure all types of buildings.
 3. Work in inclement weather conditions.
 4. Good visual, manual and finger dexterity.
 5. Lift and carry 20+ pounds.

- V. Special Requirements
 1. Must pass background check after offer of employment.
 2. Must have a reliable source of transportation along with proof of insurance.

Employee's signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

Employee Name (Print)

Department

County Assessor

Date

Human Resources

Date