

Harrison County Auditor's Office

Job title	<i>GIS/Real Estate Assistant 11/15/2022</i>
Reports to	<i>County Auditor</i>

Job purpose

A positive attitude, happy demeanor and a genuine interest in people is necessary. The desire to learn and share information as it relates to GIS and real estate processing, computer operations and all facets of the County Auditor's office. The ability to communicate clearly, listen carefully and perform tasks correctly, with efficiency. To be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

Duties and responsibilities

Individuals must possess the following knowledge's, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

- Must receive, review and understand the policies of Harrison County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
- Meet, greet and serve the public with tact and courtesy.
- Knowledge of proper English and grammar and usage, including business writing techniques.
- Be knowledgeable and proficient of existing computer programs and practices as they relate to GIS and real estate processing.
- Coordinate GIS activities and implement procedures to guide GIS projects.
- Perform a variety of clerical duties, including typing, filing, assisting with reception duties.
- Proficient in the processing of the County Real Estate taxation cycle utilizing the County's interrelated software program applications. Produce timely Agricultural Land and Family Farmland Credit reports and homestead and military credit applications.
- Process equalization orders and taxation exemptions to real estate parcels pursuant to Iowa Code statutes.
- Assist in areas of Election administration as needed. Process absentee ballots in office and to be mailed; process voter registration documents, and working knowledge of the State Voter Registration System.
- Assist with the preparation of annual budget for the GIS department.
- Ability to work under pressure and meet deadlines.
- Ability to cooperate with other staff members to accomplish tasks in the Auditor's Office.
- Keep informed of technological developments by attending meetings, seminars, and conferences and conducting research.

Qualifications

Preferred knowledge of mapping and spatial information processing methods and techniques is requested. Training will be offered to further develop these skills.

Work Environment

Most work is performed indoors in an office setting. Must occasionally lift large books or boxes of paper weighing up to 45 pounds and occasionally lift election equipment weighing up to 70 pounds with assistance. Election responsibilities require occasional weekend, early morning, and late night work hours.

Other Conditions

Marginal functions of position that are incidental to performance of fundamental job duties have been excluded from this job description.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor. The County Auditor reserves the right to change or reassign job duties, or combine positions at any time.