
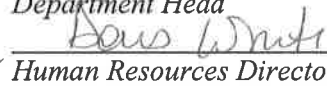


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Appraisal Data Entry Lead		PAY GRADE: B22	
DEPARTMENT: Assessor	FLSA: <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
REPORTS TO: Assessor/Dept. Head	LEAD: Yes <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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APPROVED: 		1-23-15	
Department Head		Date	
for 		1-23-15	
Human Resources Director		Date	

I. PURPOSE SUMMARY. Works with Appraisal Supervisor to Plan, organize, and coordinate the Appraisal Data Entry department work assignments. Responsible for the quality assurance and daily work requirements, concerns, and assignments of the Appraisal Data Entry Department. As team lead monitors and reviews for quality assurance of all records currently processed in the Assessor's valuation system. Monitoring and reporting of work progress and concerns of data entry department to Appraisal Supervisor. Process's valuation, descriptive, and sketching changes to the tax roll records within the Sigma valuation system, working with the DAC Treasurer's Office in completing tax roll corrections. Enters property records into the Sigma Valuation system and related databases. Maintains and files property records. Other duties as assigned by supervisor.

II. ESSENTIAL DUTIES.

The Lead Document Technician in the Appraisal Data Entry department:

- A.** Take the Lead on handling day-to-day Data Entry questions and concerns, monitoring potential problems in the various data entry processes.
- B.** Assist supervisors in the daily work assignments to the data entry staff, monitors and reports work progress as well as related problems. As team lead monitors and reviews for quality assurance of all records currently processed in the Assessor's valuation system.
- C.** Lead person duties as coordinated with supervisor.

Associated data entry duties including:

- A.** Keying of monthly building permit data into the Appraisal software for follow-up by field staff. Research within the data systems and the Mapping Department to identify the respective parcel number(s) when a search by property address and owner name is not successful.
- B.** Appraisal report data entry and maintenance from Appraisal staff.
- C.** Maintaining the (valuation) Protest database and file records
- D.** Clerical work related to the mailing of the protest formal hearing notices.

Responsible for the Quality Assurance of the Appraisal Data Entry process. Sketches property attributes into the Computer Aided Mass Appraisal (CAMA) system. Performs research of electronic and paper records. Prepares documentation and correspondence. Prepares time-sensitive packets for tax assessment protests. Composes and mails customized letters to customers. Enters property and tax records into automated databases. Enters exemption status on property records/ parcels for city, schools, charitable organizations and churches. Maintains and files property records. Updates files by printing out new information, removing old cards, attaching new records, and filing away mobile home and personal property files. Process and key valuation and descriptive changes to the tax roll records, working with the DAC Treasurer's Office in completing these tax roll corrections.

III. ADDITIONAL DUTIES. Receives sorts and delivers office mail and correspondence. Cross-trains and assists in other areas of the Assessor's Office. Other related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High School Diploma

B. Experience. Three (3) years of Valuation Data Entry and process administration

C. Education/Experience substitution. In accordance with County Policy.

D. Licenses/Certifications. Must possess or be eligible to obtain Notary Public registration within six months of date of hire.

E. Other: Spanish speaking preferred (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

Sigma Valuation System; basic arithmetic; filing techniques and procedures; records management; word processing, spreadsheet programs, and GIS aerial mapping programs in order to effectively answer and respond to phone calls; Telephone etiquette; maintain electronic and paper records; create, edit, save, sort, view and retrieve information. Must have knowledge of office procedures and practices, computer operation including word processing, spreadsheet and database programs, administrative techniques and organizational skills, filing and record keeping systems; Business English, spelling, grammar, punctuation and basic arithmetic.

Skill in:

Verbal and written communication as well as interpersonal relations in order to provide effective customer service to the public and other DAC employees; handling sensitive matters in order to maintain confidentiality of citizens' information; working with a diverse population. Drafting correspondence following verbal or written instructions from Department Head/Elected Official

Ability to:

Comply with Doña Ana County, Human Resources and Assessor office policies; comprehend and carry out simple verbal instructions and recognize similarities and differences between words and between series of numbers; appropriately respond to public inquiries to ensure a positive, professional and friendly business experience; deal with standardized situations with only occasional variation; establish and maintain effective, professional working relationships with other employees, elected officials and the public; communicate effectively both orally and in writing.

2. FREEDOM TO ACT. Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements

3. GUIDELINES AND JUDGMENT. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases. Where existing guidelines cannot be applied, or significant deviations from the guidelines are proposed, supervisory assistance is required.

4. **PHYSICAL DEMANDS.** While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must frequently move or re-position up to 10 pounds, occasionally, 25 pounds. Specific vision abilities include close vision and the ability to adjust focus.

5. **WORK ENVIRONMENT.** Essential duties are performed indoors under normal controlled temperature conditions. Work surface is even, carpeted, tiled and/or a concrete floor.

6. **SUPERVISORY RESPONSIBILITY.** Work is performed under general supervision of the Department Head\Elected Official. May supervise other secretarial and clerical employees, as assigned.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

Employee

Date