

JOB TITLE: Property Transfer Technician

TAX/23

DEPARTMENT: Tax, Rutherford County

JOB SUMMARY: This position performs technical duties in the recording of property transfer for the department.

MAJOR DUTIES:

- o Greets customers and provides information and assistance; answers the telephone.
- o Processes property transfers by deeds, will and estate files; determines tax map location by parcels and records appropriate data; analyzes and records township, parcel type, exemption status, land deferment, and other classifications.
- o Establishes new accounts; enters information into computerized database; enters descriptive data and pertinent sales information.
- o Plots description using specialized mapping and computerized equipment.
- o Extracts, manipulates, and maintains land records information in mapping, GIS, and other software.
- o Obtains data on property transfers and segregation from property records, recorded deeds, and other sources.
- o Creates and maintains land maps and records.
- o Performs research necessary for transfer of property by deeds or wills; records the information into the GIS.
- o Compiles information to prepare ownership maps gathered from researching deeds and survey maps and aerial photographs.
- o Assists the public or county employees in the location of property tax records.
- o Accounts for monies collected and makes deposits.
- o Reviews and verifies solid waste fees.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county and department policies and procedures.

- o Knowledge of land parcel management procedures and applications.
- o Knowledge of the geography of the county and its municipalities.
- o Knowledge of computer technology, including operating systems and mainframe, software, workstation, and server applications.
- o Knowledge of computerized graphic mapping systems.
- o Knowledge of geographical information systems methods and techniques.
- o Knowledge of accounting and bookkeeping practices.
- o Skill in planning and organizing work.
- o Skill in conducting real estate title and ownership research.
- o Skill in operating standard office equipment such as a computer, CD writer, digitizer, plotter, scanner, and facsimile machine.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Tax Administrator assigns work in terms of somewhat general instructions. Completed work is spot-checked for compliance with instructions and established procedures, accuracy and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include relevant state laws, county and department policies and procedures, and modern office practices. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related technical duties in the recording of property transfers. The volume of work performed and frequent interruptions contribute to the complexity of the work.

**SCOPE AND EFFECT:** The purpose of this position is to record property transfers. Successful performance in this position helps the accuracy of county records.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other county employees, attorneys, surveyors, real estate personnel, appraisers, and the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give and exchange information, provide services, and resolve problems.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table, standing, bending, crouching, or stooping. The employee occasionally lifts light objects.

**WORK ENVIRONMENT:** The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**MINIMUM QUALIFICATIONS:**

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.