



Winnebago County

*The Wave of the Future*

## JOB POSTING

**POSITION TITLE:** Tax Listing Associate

**LOCATION:** Planning and Zoning

**HIRING RANGE:** \$17.29 - \$19.21/Hr.

**STATUS:** Full time

**HOURS PER WEEK:** 37.5

**WORK HOURS:** 8:00 am – 4:30 pm

**APPLICATION DEADLINE:** Recruitment will be ongoing

*Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).*

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## WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

**POSITION TITLE:** Tax Listing Associate

**DEPARTMENT:** Planning and Zoning

**PAY BASIS:** Hourly

### **PURPOSE AND SUMMARY:**

Provides clerical support, assists in the maintenance of land records by accurately entering data into software, and analyzes and proofreads various types of land records information.

### **ESSENTIAL FUNCTIONS:**

1. Accurately updates various data into land records software including, name changes, site address changes, mailing address changes, and document numbers.
2. Retrieves and prints daily recorded land documents and notes and verifies associated information with accuracy.
3. Analyzes and proofreads certified survey maps and land records software entries.

### **ADDITIONAL ESSENTIAL DUTIES:**

1. Answers phone calls, assesses needs, and directs individuals accordingly.
2. Assists walk-in customers with various land records information.
3. Assists in entering and verifying site and mailing address changes.
4. Maintains parcel filing system for recorded documents and associated labels.
5. Assists in entering Department of Revenue state manufacturing Real Estate and Personal Property assessment rolls.
6. Researches software tract index and document files for abstracting and title searching.
7. Performs other related duties as may be assigned.

### **WORK RELATIONSHIPS:**

1. Reports to Real Property Listing Supervisor.
2. Works with GIS staff, Register of Deeds staff, Treasurer's staff, other county departments, municipalities, surveyors, attorneys, title companies, realtors, taxpayers, and the public.

### **REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:**

1. High school diploma or its equivalency is required.
2. A minimum of one years' work experience in title searching and examining, surveying, or secretarial or paralegal background with emphasis on real estate or another related field is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of office practices and procedures.
2. Knowledge of types of land record documents is preferred.
3. Knowledge of abstracting/title searching is preferred.
4. Ability to read, understand, and interpret legal descriptions, is preferred.
5. Possess computer skills including facility with Microsoft Office applications and ability to learn and use various software applications efficiently.
6. Ability to be extremely accurate with attention to detail.
7. Ability to follow oral and written instructions.
8. Possess strong written and verbal communication skills including listening skills.
9. Ability to file information properly and consistently.
10. Ability to type a minimum of 35 words per minute.
11. Ability to establish and maintain effective working relationships with co-workers, other governmental agencies and departments, taxpayers, and the general public.

### **PHYSICAL REQUIREMENTS:**

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.