

**POSITION DESCRIPTION
LAND INFORMATION DEPARTMENT
REAL PROPERTY LISTER**

Position Title: Real Property Lister
Date: September 2005

Department: Land Information
Reports To: Director of Land Information

Purpose of Position

Under the general supervision of the Director of Land Information, this position participates in the maintenance of all land ownership listings, assessment rolls, tax rolls, assist the public with inquiries pertaining to land records, supporting the development and maintenance of Columbia County Land Records Modernization efforts.

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks assigned other than those stated on this description.

This is a union position.

Essential Duties and Responsibilities

- Issue parcel numbers due to annexations, subdivision plats, certified surveys, land division or any other land transfer.
- Participate in the update and maintenance of countywide digital database of all property information including new owner name, addresses, parcel numbers, legal descriptions, assessment information, acreage, and survey information.
- Participate with department staff and in the collection and distribution of tax assessment data and reports. Communication with other departments, local officials, assessors, and the State of Wisconsin may also be required.
- Graphically represent all land divisions, certified surveys, plats, vacations, annexations, and road changes on manual maps.
- Participate with department staff in the maintenance and development of the digital maps (GIS) representing all land divisions, certified surveys, plats, vacations of land, annexations and road changes.
- Serve as a liaison with town, village and city clerks and property assessors.
- Participate in the preparation of tax and assessment rolls for distribution to local clerks.
- Keep current and assure compliance with legislative changes pertinent to property assessment and tax listing.
- Provide quality control for deeds, certified surveys, plat of surveys, land division, annexations, and other legal property forms originating in the Register of Deeds or other county departments as appropriate.
- Calculate acreage for tax parcels where appropriate.
- Draft written communication to property owners, surveyors, attorneys and others related to problems with real property related documents.
- Provide countywide database information pertaining to all property information including new ownership names, addresses, parcel numbers, tax parcel descriptions, surveys, plats and acreage to other departments, agencies, private businesses and the general public in person, over the telephone, fax or internet. Data will be provided verbally, with printed reports, digital database exchange format, or using the county's enterprise geographic information system.
- Helps to maintain inventory of the proper assessment materials and advises Department Head of need or changes
- Perform office administrative functions such as preparing customer receipts, invoices, and management of invoice payment. Work with the Department Head or other office staff in budget preparation and purchase order management within the county's accounting system.
- Actively participate in the Wisconsin Real Property Listers Association and the Wisconsin Land Information Association.

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Licenses, Certifications and Special Requirements

- Certification by Wisconsin Dept. of Revenue at the Assessor I Certification level within one year of hiring.
- Attend annual meetings of the Wisconsin Department of Revenue pertaining to Assessor education in accordance with Wis. Stats. 73.09(4)(b).
- Valid Wisconsin Driver's license and automobile liability insurance.

Knowledge, Skills and Abilities

- Knowledge of personal computer operations, including Windows operating system, Microsoft Office (Word, Excel, Access, Internet Explorer, Outlook), ArcView GIS software, and document imaging software and hardware.
- Knowledge of surveying principles and practices as it relates to tax parcel maintenance and legal descriptions.
- Knowledge of basic cartographic and geographic information system methods.
- Expert knowledge of mathematics including addition, subtraction, multiplication, division, ratios, area calculations and algebraic formulas.
- Knowledge of construction terminology in accordance with Volume II of the Wisconsin Property Assessment Manual.
- Familiarity with Real Estate Appraisal Terminology included in the Real Estate Appraisal Terminology text sponsored jointly by the American Institute of Real Estate Appraisers and the Society of Real Estate Appraisers.
- Ability to read, interpret, and write real estate legal descriptions (rectangular survey) based on the Public Land Survey System in accordance with Chapter 5 of the Wisconsin Property Assessment Manual, Volume 1.
- Knowledge of methodologies and procedures for input and adjustment of complex legal descriptions into an existing tax parcel base.
- Ability to communicate effectively in oral and written format.
- Ability to work under limited supervision.
- Knowledge of office methods and practices including budgeting and general administration
- Ability to establish and maintain effective working relationships with co-workers, public and private agencies and the general public.
- Ability to accurately type 45 words per minute
- Materials and equipment used: General Office equipment, Motorized vehicle

Education and Experience

- Associate Degree from an accredited vocational, college or technical school in property assessing or related field. **OR**
- A minimum of four (4) years of related work experience. **OR**
- Current certification by Wisconsin Dept. of Revenue at the Assessor I Certification level.
- Educational credits pertaining to Wisconsin real estate theory and law is desirable.
- Must have experience in using personal computers and Microsoft Office professional office products.

Physical Requirements

- Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking.
- Visual acuity.
- Ability to hear normal conversation.
- Good manual dexterity of hands and fingers.
- Able to lift/carry/push/pull at least 25 pounds.