



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Property Supervisor

FLSA: Non-Exempt

DEPARTMENT: Assessor's

REVISED:

Summary: Under limited supervisor, supervises, coordinates and performs property conveyance activities in relation to real property, personal property and mobile homes; ensures that property is assessed fairly and equitably.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates activities and office operations in relation to real property, personal property and mobile homes.
- Ensures that property is assessed fairly and equitably, and that ownership records are kept current.
- Performs deed processing functions.
- Processes personal property renditions.
- Coordinates activities in relation to mobile homes including titles and moving permits.
- Provides customer service assistance or address changes, veteran's exemptions, and inquiries from the general public.
- Supervises, trains and evaluates the work of assigned personnel; ensures the quality and accuracy of work performed.
- Maintains and monitors employee timesheets.
- Conducts performance appraisals.
- Performs other duties as assigned or required.
- Processes documents and deeds; identifies right to convey property; posts ownership; verifies real-sales info; processes address changes; documents information on property cards in taxpayer books; inputs relevant information into the computer system and files necessary documentation.



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Knowledge and Skills:

- Knowledge of property conveyance activities and functions.
- Knowledge of processes and standards in relation to assessing property.
- Knowledge of deeds and titles.
- Knowledge of supervisory principles, practices, and methods.
- Knowledge of State of WY Computer Assisted Mass Appraisal system (CAMA).

- Skill in coordinating office activities and assigned personnel.
- Skill in processing deeds and personal property.
- Skill in liaising with relevant internal and external parties in relation to property assessment activities.
- Skill in providing information to and working with the public.
- Skill in supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

High School Diploma or equivalent; four (4) years experience working in an assessors office, or an equivalent combination of education, training and experience. Must have State of Wyoming property appraiser Certification.