



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Property Specialist

**FLSA:** Non-Exempt

**DEPARTMENT:** Assessor's

**REVISED:**

**Summary:** Under direct supervision, performs various property conveyance functions.

**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.)*

- Provides customer service assistance to the public over the telephone or in person; provides general information regarding assessment processes.
- Processes documents and deeds; identifies right to convey property; posts ownership; verifies real estate sales info; processes address changes; documents information on property cards and in taxpayer books; inputs relevant information into the computer system and files necessary documentation.
- Coordinates activities in relation to signing up veterans for tax exemptions; posts exemptions used for autos and property; provides assistance with balancing year-end veteran reports.
- Processes mobile home documentation; tracks and posts mobile home information; provides relevant information to the Field Appraisal Office for verification and assessment.
- Picks up manufactured home titles, moving permits, and address changes from the Treasurer's Office as required.
- Performs data input in relation to mobile home stickers; keys data changes in relation to personal property.
- Assists with printing and mailing assessment schedules, log reviews and summaries of appraisal.
- Provides assistance with checking work performed by co-workers as required.
- Performs other duties as assigned or required.
- Performs notary public functions.
- Processes vouchers.
- Processes payroll/timesheet data entry.
- Processes personal property renditions.



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### **Knowledge and Skills:**

- Knowledge of property conveyance activities.
- Knowledge of deeds and titles.
- Knowledge of property cards and taxpayer books.
- Knowledge of customer service standards and protocol.
- Knowledge of State of Wyoming computer assisted mass appraisal system (CAMA).
  
- Skill in performing and coordinating property conveyance functions.
- Skill in providing property and ownership information to relevant parties.
- Skill in processing deeds and documenting property cards/taxpayer books.
- Skill in assisting with printing/mailing schedules, reviews and summaries.
- Skill in working with and providing information to the general public/veterans.

### **Minimum Qualifications:**

High School Diploma or equivalent; two years property conveyance/clerical experience; or equivalent combination of education, training and experience.