

# PROPERTY ASSESSMENT TECHNICIAN

**THE PURPOSE:** Incumbent will be responsible for the research of technical data, creation of land descriptions and computation of land information relating to property changes and records within the City of Milwaukee.

## **ESSENTIAL FUNCTIONS:**

- Analyze and process documentation relative to the creation of a parcel, a parcel combination, or division.
- Enter and maintain ownership, legal, tax key, and address information in the office's computer system.
- Assign proper tax key numbers and descriptions to parcels involved in new subdivisions certified survey maps, condominiums, and street and alley vacations for combinations/divisions.
- Verify property descriptions on real estate transfer returns and deeds through various legal sources.
- Meet the public and employees of governmental agencies on matters involving discrepancies in property descriptions and other related problems concerning real estate property.
- Participate in intradepartmental and interdepartmental meetings.
- Maintain indices of new subdivisions, certified survey maps, and condominiums.
- Assist the property records and sales administrative personnel with legal descriptions and property transfers.
- Perform other job-related tasks as assigned.

## **REQUIREMENTS:**

1. Two (2) years of experience working with real estate title work and/or land descriptions or otherwise performing duties closely related to the essential functions above.
2. Bachelor's Degree or Associate's Degree in Real Estate, Business Administration, or closely related field from an accredited college or university **is desirable**.
3. Residency in the City of Milwaukee within six (6) months of appointment and throughout employment.
4. Certified by the Wisconsin Department of Revenue as an Assessment Technician within six (6) months of appointment.

*Note: Equivalent combinations of experience and/or training may also be considered*

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

- Knowledge of real estate title work and land descriptions.
- Knowledge of state and municipal law regarding document recording and land descriptions.
- Knowledge of MicroStation software.
- Knowledge of the Microsoft Word and Excel.
- Excellent verbal and written communications skills
- Ability to communicate tactfully with the public.

**THE SALARY RANGE (530) is:** \$37,956 - \$42,968 annually.

#05-045 JRS (SM)

5/27/05