

PROPERTY CONTROL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher level technical employee, this position is responsible for coordinating and processing property information between the Assessment Department and municipal information services. An incumbent prepares, tabulates, and edits input and output documents and data related to property records. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Tabulates all changes in assessment roll for processing by utilizing automated municipal information services;

Audits returned data (from municipal information services) for verification and accuracy;

Makes on-line changes on property record files utilizing automated systems equipment;

Maintains records of all material processed through municipal information services for the Assessment Department;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office procedures and terminology; ability to operate office equipment efficiently, i.e. calculator, computer and peripheral equipment; ability to understand and carry out oral and/or written instructions; ability to get along well with others; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; accuracy; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of clerical experience, one (1) year of which was in a position that involved familiarity with real estate terminology and utilization of automated systems equipment.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted for one (1) year of general clerical experience. There is no substitution for the additional one (1) year of specialized experience that involved familiarity with real estate terminology.

NOTE: Experience gained as a real estate sales associate, agent or broker does not count as "clerical" experience for this position.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.