

CUMING COUNTY ASSESSOR'S OFFICE
JOB DESCRIPTION FOR CLERICAL POSITION

Primary Function:

- Help with the fair and equitable valuation of real and personal property in Cuming County.

Duties include, but are not limited to:

- Real Estate Mass Appraisal
- Property Inspections (internal & external)
- GIS Mapping
- Processing forms (Real Estate Transfer, Personal Property, Exemptions, etc.)
- Mass appraisal data entry
- General Office Tasks
 - ✓ Good working knowledge of Microsoft Word, Excel & PowerPoint
 - ✓ Filing, answering phone, scanning, postage, typing
 - ✓ Computer sketching

Requirements:

- Read, speak, and comprehend English
- Good communication skills, both in person and in writing
- Valid Nebraska driver's license
- Willingness to possibly complete further Assessment classes requiring overnight travel
- Willingness to possibly travel within the county

Office hours:

- Monday thru Friday 8:30-4:30
- Hours may vary during real estate inspections

Salary:

- Commensurate with experience and knowledge

Benefits:

- Paid holidays, PTO hours, individual health, dental and vision insurance
- Retirement benefit program