

REAL ESTATE CLERK

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible technical and clerical work in the maintenance of the City's real estate title records; does related work as required. Work is performed under regular supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, walking and fingering; vocal communication is required for expression or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data; the worker is not subject to adverse environmental condition.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Performs clerical tasks relating to land titles and land assessments
Assists taxpayers and citizens regarding information on land ownership
Files building permits and updates information on land records
Updates and verifies information on records
Assists Assessor at hearings
Assist Board of Equalization Members at hearings
Verifies accuracy of general reassessment /assessment workbook
Performs clerical duties related to the office
Performs related tasks as required

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of principles and terminology related to real property transfers, deeds and plats; thorough knowledge of standard office procedures and practices; ability to establish and maintain effective working relationships with other employees; ability to accurately transform written legal descriptions to graphic changes on City land maps; skill in the operation of office equipment, including data processing equipment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by college level courses in real estate principles and some experience in real estate transfer work.