

Luna County
Position Description

Position Title: County Services Specialist

POSTED: Monday, 3/12/18 @ 7:00 AM, CLOSES: Monday, 3/19/18 @ 5:30 PM

Salaried(Y/N) : N Salary Range: 12 (Min \$20,469.00 Mid \$25,586.00) Shift: 7:00 AM – 5:30 PM Location: County of Luna	Department: Assessor’s Office Program: Supervisor: Chief Deputy Assessor, County Assessor
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Summary: *Under direction of the Chief Deputy Assessor and County Assessor, performs a variety of work as assigned in a wide range of areas. Responsible for processing recorded transactions, using that data to create the Market Sales Ratio Analysis for annual reporting. Responsible for answering all incoming calls to the office and transferring them to the respective representative based on the request from the caller. Demonstrates strong ethical, professional, and service oriented customer service.*

Essential Duties & Responsibilities: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Records various instruments of property ownership including title transfers, assessments, penalties and new ownership records. Assist property owners in obtaining mobile home stickers and filing exemptions. Assist other offices or the public in determining ownership of property, recording changes of ownership, locating property or structures that are assessed in the County. Responsible for answering all incoming calls to the office and transferring them to the respective representative based on the request from the caller. Responsible for preparing all spread sheet reports and magnetic media files of Sales Ratio reports that are mandated by the State of New Mexico Property Tax Division. Research County Treasurer, County Clerk and County Assessor’s records for Real Estate Sales, Mortgages and other related types of records to complete Sales Ratio Reports. All correspondence brought into the office concerning an address change will be kept current and up to date. Must have general knowledge of County roads and highways. Maintains knowledge of current Federal, State and local rules and regulations through such means as attending seminars, reviewing professional publications, taking classes and participating in professional development activities.

Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Supervision:

Works under the direction of the Chief Deputy Assessor and County Assessor. Responsible for conformance with applicable provisions of the New Mexico Statutes Annotated 1978, State of New Mexico Property Tax Division, Federal Codes, County Ordinances, and professional standards.

Supervisory Responsibilities:

Supervises no one.

Minimum Qualification Standards:

Education, Certification and Experience:

Must have a high school diploma or GED certificate; a valid New Mexico Driver’s License. Must have at least one (1) year to three (3) years of office, secretarial or related experience with a strong emphasis on performing work correctly, meeting deadlines, and experience using Microsoft excel.

Language Skills:

The skill to read, analyze and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. The skill to write reports and business correspondence. The skill to logically and effectively present information both orally and in writing and respond to questions from groups of managers, clients, customers, the County Commission and the general public. Bilingual preferred but not required.

Knowledge:

Knowledge of applicable Federal, State, County and municipal laws, codes, ordinances, rules and regulations pertaining to data management. Knowledge of office, field and construction rules, practices and procedures and enforcement thereof. Must have knowledge of standard computer software such as Microsoft excel and Microsoft word for spreadsheets, and presentations.

Ability:

Ability to read and interpret plans, blueprints, maps, charts, graphs, plats and land descriptions. Able to read, copy, transfer and file information with high accuracy and clarity. Ability to work as a team player and be willing to deliver superior customer service to both internal and external customers. Ability to attend training or work related training or seminars that may require out of town travel and irregular hours. Able to comprehend, read, write and communicate in English. Able to receive and convey telephone and oral messages to other personnel and be courteous to the public. Able to maintain confidentiality and refrain from discussion, disclosure or personal use of any information as required by statutory requirements and County policies. Able to abstain from offering opinions that may be construed as legal advice. Ability to sort, alphabetize, file and/or distribute written material. Ability to enter of record information quickly and maintaining concentration, speed and accuracy with frequent interruptions. Ensures compliance with applicable safety regulations and administrative policies.

Physical Demands:

Must be able to operate a variety of standard office equipment which includes a motor vehicle, computer, calculator, multi line telephone, postage machine, fax machine and copier. Employee is frequently required to sit, speak and hear and use hands to finger, handle, or feel objects, tools, or controls. During work and training, the employee may be required to stoop, kneel, crouch, crawl, reach with hands and arms, climb and balance. Vision requirements include the ability to read routine and complex documents and use a computer. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Work Environment:

Work is mostly performed under typical office conditions; the noise level in the work environment is quiet in the office with some background noise, depending on the activity in the office. Work is subject to frequent fluctuations and includes customer interaction and can be stressful. This position is provisional due to the funding source being calculated on an annual basis.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge, have no limitations that would prevent me from performing these duties as indicated.

Print Name _____

Signature _____ Date
