

## REAL ESTATE TECHNICIAN IV

GRADE 28

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs intermediate technical work overseeing and participating in real estate assessment, mapping, land use relief for the elderly/disabled programs; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Overseeing and participating in administering real estate assessment and mapping activities; supervising land use and relief for the elderly/disabled program applications; preparing and maintaining files, records and digitized maps.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs, trains and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals; approves leave requests; interviews applicants and makes hiring recommendations.
- Coordinates daily work activities; organizes, prioritizes and assigns work; assists with complex/problem situations and provides technical expertise.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures.
- Oversees and assists with provision of customer service; performs the duties of Real Estate Technician III's; responds to questions and complaints related to department operations and personnel.
- Creates single parcel overlay (SPO) digitized maps for rollbacks, land use program, or open space easements.
- Drafts new tax maps; controls quality of new maps; troubleshoots problems with maps and makes necessary adjustments.
- Processes more complex subdivision splits, merges and transfer of property.
- Researches records to ensure accuracy of data; locates pertinent information for maps, files and records; updates real estate property records.
- Supervises the finalization of year-end procedures for production of land book.
- Performs general clerical duties including producing correspondence, reports, records, etc.
- Performs related tasks as required.

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

Thorough knowledge of methods and techniques of real property assessment; thorough knowledge of the state laws and County ordinances relating to real property assessment; thorough knowledge of geographic information system applications; ability to communicate ideas in both oral and written forms; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in cartography, property assessment or related field and extensive geographic information system and real estate management experience.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires reaching, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the 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, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.