POSITION DESCRIPTION
VILAS COUNTY

SECTION I: GENERAL INFORMATION	**DRAFT** ☐ **FINAL** ☒
Position Title: Tax Listing Assistant	**Department:** Tax Listing
Immediate Supervisor's Position Title: Tax Listing Coordinator	**FLSA Status/Pay Classification Code:** Non-Exempt
Original Description Date: August 2004	**Revised Date:** April 2015
Oversight Committee: Land Records Committee	**Approved Date:**
Approved by: Personnel Committee	**Approved Date:** HR – 4/24/15

Job Summary:
The Tax Listing Assistant performs a variety of clerical, secretarial, receptionist, and administrative duties to support the operations of the Tax Listing Department. All duties and responsibilities are performed under and subject to the direction of the Tax Listing Coordinator and the Land Records Committee.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Works with the assessors for the fifteen local tax entities to accurately transfer Assessors' tax workbook information into the County's computerized Property Tax System. This includes but is not limited to inputting data and information into the Property Tax System, proofreading and checking the accuracy of the entries, and running reports as needed or required. Compares Assessor's workbook with the Tax Listing records. Compares assessor's maps and ownership pages at the beginning of each year and sorts daily documents for each assessor; provides information pertaining to split parcels, deleted parcels and any other information to assist the assessors in maintaining accurate descriptions of the parcels assessment purposes.
2. Works with town clerks and treasurers on local tax matters as directed by the Tax Listing Coordinator. This includes but is not limited to running property tax bills and needed reports.
3. Reads, traces and updates land descriptions and enters new owner(s) of record in the tax listing books, as well as maintaining current information in the County's database.
4. Draws in new parcel(s) on the maps when the description of a parcel has been split or altered and provides Vilas County Mapping Department current information for maintenance of the County's parcel mapping.
5. Corresponds with attorneys, abstractors and/or the general public to assist in description/title discrepancies.
6. Balances daily account report.
7. Maintains physical and mailing addresses provided through the townships, property owners or from the information provided on the Wisconsin Real Estate Transfer forms.
8. Conducts searches to resolve title and/or tax statement discrepancies.
9. Performs clerical and administrative duties such as answering phones, routing correspondence, maintaining office files and records, and performing monthly billing activities.
10. All other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

☒ High School Diploma or Equivalent	☒ Required ☐ Preferred ☐ N/A	Major field of study or emphasis:
☐ 2 Year College Degree	☐ Required ☐ Preferred ☒ N/A	
☐ 4 Year College Degree	☐ Required ☐ Preferred ☒ N/A	
☐ Other: _____	☐ Required ☐ Preferred ☒ N/A	

B. Licensure/Certification:

☐ **Required** ☐ **Preferred** ☒ **N/A**

C. Required Work Experience:

☒ **In addition to Education/Licensure**	☐ **Instead of Education/Licensure**
• One or more years of clerical training and/or office experience.	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Knowledge of legal documentation, land descriptions and mapping of land parcels.
- Ability to maintain accurate records and strict confidentiality.
- Ability to communicate and work cooperatively with County employees, town officials and members of the public.
- Must be able to work independently and be able to meet deadlines, working accurately and efficiently.
- Must be able to lift 75 pounds.
- Must be proficient in, and display: organization, prioritization, written and interpersonal communication, office practices and procedures, filing, record keeping skills and knowledge and use of contemporary office procedures and equipment.

SECTION V: RESPONSBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	**# of Employees:**
N/A	

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	**Date:**
Supervisor Signature:	**Date:**
Human Resources Signature:	**Date:**

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This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.