

REAL PROPERTY LISTER

Department: Real Property Lister

Reports to: County Treasurer

Purpose of Position

The purpose of this position is to maintain and update land ownership records for property in Richland County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Collect information from Assessors, Register of Deeds, WI Dept of Revenue, WI DNR, Municipal Clerks and Treasurers and Property Owners.
- Read documents of land transfers and update the computer database accordingly.
- Process transfer return information.
- Maintain an index of transfers.
- Maintain parcel address and mailing address records.
- Prepare and maintain accurate ownership and description information for all parcels of real property in the County.
- Maintain personal property data base.
- Enter assessment data into the computer, manually or via electronic transfer.
- Provide computer services related to assessment and taxation for Assessors, Clerks, and Treasurers for all local municipalities in the county.
- Uses computer mapping to update the County parcel maps when land divisions occur.

- Communicate with attorneys, realtors, title companies, assessors, municipal officials, state agencies, landowners and the general public concerning property ownership issues.
- Assist the above individuals, professionals, and government agencies with property-related questions, supplying maps and reports when required.
- Prepare assessment and tax rolls, tax bills, tax sale book, notices, labels and other items.
- Prepare a budget, order supplies, and maintain records relating to duties performed.
- Act as Land Information Officer and participates in Land Information meetings.
- Attends State and District Real Property Lister meetings, attends Land Information meetings, committee meetings, and software training meetings.
- Work with County Treasurer in maintaining database and assisting with some office duties when short-staffed; work with Zoning Office in regard to providing information on splits; work with software vendor to maximize the effectiveness of the program; work with Register of Deeds by using that office's resources for researching records; work with other Real Property Listers throughout the State.

Minimum Training and Experience Required to Perform Essential Job Functions

Vocational/Technical diploma with knowledge of maps, interpreting land descriptions, basic computer skills, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to decide the time, place and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, in order to define consequences and to consider and select alternatives.
- Ability to advise and interpret how to apply policies, procedures and standards to specific situations.
- Ability to utilize advisory data and information such as certified survey maps, USGS topographic maps, Wisconsin Real Property Listers Manual and highway project maps.

- Ability to communicate with State Department of Revenue personnel, DNR, property tax payers, attorneys, realtors, appraisers, prospective landowners, municipal clerks and treasurers, assessors, County staff, County Board members and County Treasurer.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate percentages, fractions and decimals, and interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.

Physical Requirements

- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel. Ability to operate computer keyboard, telephone, photocopier and drafting instruments.
- Ability to grasp and place objects.
- Ability to recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

Environment Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under very safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.