



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

COORDINATOR IV, REAL ESTATE OPERATIONS

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult skilled clerical and administrative work planning and coordinating a variety of complex technical, office assistance and administrative tasks directly assisting the Real Estate Assessor in coordinating all aspects of the Real Estate Assessment Process; does related work as required. The Real Estate Assessment Operations Coordinator reports directly to the Real Estate Assessor. Supervision is exercised over subordinate personnel.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, walking, pulling, fingering, grasping 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, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responsible for assisting the Assessor in coordinating all aspects of the Real Estate Assessment function; assists the Assessor in the overall day to day management and administration of taxable and nontaxable real estate; provides administrative oversight and assists the Assessor in coordinating departmental activities and functions; assists with budget preparation and monitoring; assists the public; advises and assists in developing the departmental direction, priorities, goals and objectives to meet County and departmental needs; scheduling appointments; typing, word processing and data processing duties; maintaining complex and/or confidential records and files; preparing reports, assisting the Assessor in developing appraisal procedures and schedules; preparing and maintaining computerized records and files. Areas of responsibility include the Land Use Program; Property Transfers; the Computer Aided Mass Appraisal (CAMA) system; the Real Estate Assessment workflow; and maintaining the Real Estate Assessor's Office webpage. Supervision is exercised over subordinate personnel.

(The following tasks 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.)

Manages office functions and operations; assists with training of other office assistance staff;

Assists Assessor in researching and developing Residential valuation models for both land and improvements;

Assists Assessor in maintaining and inputting valuation models in CAMA system;

Assists Assessor in Commercial property valuations;

Assists Assessor in training and evaluating staff;

Assists Assessor in planning, organizing and directing the annual assessment process;

Coordinates and conducts training for new staff in field and office procedures;

Creates, maintains and runs reports for statistical analysis;

Provides support and training in the operation, application and maintenance of CAMA system;

Assists the Assessor in providing technical expertise in field to Appraisal staff;

Prepares cases for the Board of Equalization, as needed;

Prepares departmental newsletter;

Assists Assessor in preparing departmental weekly report;

Maintains departmental webpage;

Assists Real Estate Technician with Real Estate Transfers and property ownership information;

Assists Real Estate Technician with Land Use Program;

Assists Real Estate Appraisal Staff with Supplemental and Appeals Processes;

Maintains and updates office operations and procedural manuals;
Scans and maintains property records and files;
Checks and reviews work of subordinate staff; assigns work to staff;
Types correspondence, reports, notes and memoranda pertaining to department programs and activities; compiles agenda packages;
Establishes and maintains department filing systems;
Compiles data for inclusion in periodic and special reports and prepares reports from files independently;
Handles and processes confidential and sensitive information; maintains confidential files;
Assists Assessor with processing department payroll; maintains time and leave records;
Schedules appointments; arranges and makes necessary preparations for meetings and conferences;
Orders department equipment and supplies; prepares purchase orders and processes accounts payable; codes invoices for payment; prepares check requests;
Operates personal computer and a variety of office equipment;
Assists citizens, lawyers, title searchers, appraisers, contractors, builders, County staff, state and federal officials, supervisors, etc., or directs to appropriate department;
Trains the Real Estate Technician;
Performs regular secretarial, reception and clerical duties operating a variety of standard and special office equipment;
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and terminology related to real property assessment; thorough knowledge of standard office procedures and practices; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of the organization and functions of the department and of general administrative policies and practices; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to type and transcribe dictation at a reasonable rate of speed; ability to prepare effective correspondence on routine matters and to perform routine office management details without referral to supervisor; skill in the use of personal computer hardware and software and general office equipment; ability to establish and maintain effective working relationships with associates and the general public, ability to communicate ideas effectively both orally and in writing; ability to operate standard office equipment; ability to establish and maintain effective working relationships with associates and the general public. Ability to obtain proficiency in Microsoft Office products and CAMA program; and willingness to obtain professional designations as required by the department director.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation with an Associate's Degree from an accredited college with major coursework in business administration, finance/accounting, or related field and considerable local government and customer service administrative experience is required.