

in-house

**SALINE COUNTY
VACANCY ANNOUNCEMENT**

POSITION: Property Technician
DEPARTMENT: Appraiser's Office
DATE: June 13, 2022

DUTIES & RESPONSIBILITIES INCLUDE: The Property Technician is primarily responsible for answering public inquiries related to real and personal property records, accurate data entry of assigned appraisal records and assigning value to individual and business personal property. Specific duties are assigned by the Administrative Supervisor and may include but are not limited to one or more of the following specific assignments: General Office, Real Estate, Personal Property or a combination of General, Real and Personal Property. Attend educational classes, conferences and meetings required by Supervisor. You may request a complete job description from Human Resources.

MINIMUM QUALIFICATIONS

1. Must have a High School diploma or the equivalent.
2. Must be able to work with the public in a congenial manner.
3. Must have knowledge of general office practices.
4. Must possess basic math skills.
5. Must be able to operate a 10-key calculator.
6. Must be able to type at least 40 words per minute and be proficient with Microsoft products.
7. Must have experience with word processing.
8. Preferably have general understanding of real and personal property appraisal records and process.

GRADE: 7N

SALARY RANGE: \$13.35/hour at Step 1 to \$19.89/hour at Step 20.

APPLICATIONS: In-house applications can be found at the following link on the Intranet [click here](#) or by picking up at the Human Resource Division. In-house applications will be accepted thru June 23, 2022.