



JOB POSTING
PERSONAL PROPERTY ASSOCIATE
(PART TIME-TEMPORARY)
TANEY COUNTY ASSESSOR

Applications will be accepted until the position is filled.

JOB SUMMARY:

Maintain all Personal Property tax information in the Assessor's Office

RESPONSIBILITIES AND DUTIES

- Assist customers, County employees, & other Counties regarding tax records
- Keep assessment records current
- Assist in sorting, scanning & valuing approximately 40,000 Assessment lists into Personal Property records
- Use the NADA & DOR website to research correct vehicle values
- Load VIN #'s into system for accuracy of Assessment Value
- Make changes to accounts based on Assessment Lists & customer / government provided information
- Issue waivers to Residents new to area, name change or never assessed
- Assess other Personal Property ie: ATV, Farm Machinery, & Live stock

REQUIREMENTS

- High School Diploma or GED
- Must be able to pass a background check and drug test
- Ability to work with Microsoft Windows, Word, & Excel
- Attend continuing education classes pertaining to position
- Work with other Assessor staff & other County employees
- Ability to multi-task
- Must provide courteous & accurate customer service
- Dependable & responsible work ethic

DESIRED SKILLS

- Previous office experience
- Exhibit competency in typing & 10 key data entry
- Self-motivated

SALARY: \$15.00 per hour

STATUS: Part Time/Temporary, Monday- Friday 8-5

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).
Applications can be obtained at www.taneycounty.org.
For information, please call (417) 546-7285.

