

#11 BUFFALO COUNTY ASSESSOR'S OFFICE

JOB DESCRIPTIONS

Maps, Splits and Combinations Clerk

Works for the convenience of the Assessor.

Responsible for reading surveys, verifying legal descriptions of plat, Condominium declarations, maps, minor subs or any other documents submitted from the Register of Deeds Office and comparing measurements with the legal description

Responsible for mapping and sketching all plats and splits and determining square feet, acres & soil types of all lots using AG software such as State Surveyor's Website, GIS, Google Maps (and Google Earth) and including but not limited to:

- the creation of new parcel record cards and appropriate numbers for each lot
- research any legal description errors for new deeds..
- recording of notes on each card and on each computer record (parcel number)
- Determining, entering and maintaining values into the working file and on each parcel card.
- Submitting splits/combinations and parcel changes to GIS Workshop and maintain file of GIS submissions to reflect correct changes and for future reference.
- Upkeep subdivision square foot file with sales information.

Responsible for combining properties as directed of one or more parcels into one record

- recording notes in the computer and on each parcel record card, and deactivating appropriate parcels/cards.
- entering and maintaining values in transfer.

Additional responsibilities include providing assistance/back up with residential, agricultural, commercial and exempt neighborhood reviews by way of GIS and Pictometry..

Complete property record cards to describe the property and the neighborhood in which it is located; information relevant to an estimate of value and a change in value.

Draw building diagrams. Note conditions and special features of buildings.

Be Prepared to present to Board of Equalization any changes that affect Omitted property, Over-Under valued property and property with value change due to clerical error.

77-123,77-124,77-128, and 77-1316.01, 77-1317, 77-1315.01
And 77-1507.

And any additional duties that may be required by the Assessor.

Qualifications

Must possess a high school diploma or G.E.D. equivalent.

Must have a thorough knowledge of legal descriptions of real property including Metes and Bounds, Rural Legal Descriptions and Lot/Block Subdivisions.

MUST be capable of working with Statutes (laws), Regulations (Administrative Code) and Property Assessment Division Directives

Must possess typing skills and capability of using a calculator.

Must be computer literate and knowledgeable of Microsoft operating system 7 or later, email, Microsoft Word, Excell spreadsheets, and the Internet.

MUST be able to handle sensitive, personal, identity information in a CONFIDENTIAL Manner (as if Top Secret) such as Social Security numbers, Income information Medical history, and so forth.

Must possess an ability to learn quickly.

Must be self motivated and capable of working independently; planning personal schedules, time management ,and multitasking.

Must possess good relational and communication skills.

Splits & Combination Clerk

PROPERTY ASSESSMENT & TAXATION CALENDAR

Nebraska Department of Revenue, Property Assessment Division

- Jan 01 **12:01 AM** [Assessment of Real Property](#) (Discovery, List, Value) **77-1301**
- Mar 19 Must inspect-review portion of real property parcels in county so that [all real property](#) parcels are [inspected-reviewed no less than every 6 years](#). **77-1311.03**
- Mar 19 Complete the Assessment of Real Property and [file Abstract and Assessed Value Update with PTA](#) **77-1301**
- Aft Mar 19 [Overvaluation or Undervaluation](#). After March 19 and before July 25 (Aug 10 when extension) report to B.O.E. any overvalued or undervalued property. **77-1315.01**
- Anytime Duty to report to BOE all real property [omitted from the assessment roll](#) for the current or any former year except when such real property has changed ownership otherwise than by will, inheritance, or gift. **77-1317, 77-123, 77-124,**
- Anytime Correct the tax rolls as provided in section **77-1613.02** for any real property [listed on the Assessment roll but omitted from the tax roll](#). **77-1316.01**
- Anytime BOE may meet at any time for [correction of clerical errors](#) defined in **77-128**. **77-1507** (Clerical error means transposition of numbers, mathematical error, computer malfunction causing programming and printing errors, data entry error, items of real property other than land identified on the wrong parcel, incorrect ownership, or certification of an incorrect valuation to political subdivisions.) **77-128**
- Mar 25 Submit written comments to PTA (Liaison) that become part of R & O **REG 17-003.04**
- Jun 01 Assr sends [notice of valuation change](#) to owner of record as of May 20 of any property that had an increase or decrease in value **77-1315**
- Jun 1–Jul 25 **B O E** holds hearings to review property valuation [PROTESTS](#) **77-1502**
- Jun 15 Assr [prepares](#) a [PLAN OF ASSESSMENT](#) report for the next 3 years. **77-1311.02**
- Jun 30 Deadline Protestor to [file property valuation protest](#) with County Clerk (for BOE) **77-1502**
- Jul 31 Assr [files 3-Year Plan Of Assessment](#) with the Board of Equalization **77-1311.02**
- Oct 15 [LEVY DATE](#) Last day B O E to set tax rates/levies **77-1601**
- Oct 31 Assr [submits 3-Year Plan and any Amendments to PTA](#) **77-1311.02**
- Dec 31 Real Property & Personal Property Taxes Due – [LIEN DATE](#) **77-203**