

JOB DESCRIPTIONS

**Real Estate Transfer Statement (Form 521) Sale Filing, Commercial, Ag-Land and Residential Data Entry Clerk**

Works for the convenience of the Assessor.

Processes approx. 1,650 521 deeds, death certificates, etc. provided by County Deeds Office.

Examines deeds and transfers. There are 7 steps to complete the information on the transfers

- (1) Change ownership on real estate books.
- (2) Change ownership on the real estate cards.
- (3) Change ownership in the ADMIN and CAMA software.
- (4) Update cadastral maps and GIS system.
- (5) Update address index.
- (6) Do State reports on each sale electronically.
- (7) Send informational questionnaire to both the buyer and the seller on each sale.

[Neb Rev Stat 76-214 & 214\(2\)\(b\)](#)

[Dir 12-07, Real Estate Transfer Statement and Sale Data Filing](#)

[Dir 12-06, Transfer on Death Deeds](#)

[Dir 12-05, Level of Value and Quality of Assessment Measurement](#)

[Dir 12-04 Section 1031 Like-Kind Exchanges of Real Property](#)

[Dir 12-02, Deeds to Trustees-Documentary Stamp Tax For Trusts and Certificate of Exemption](#)

[Dir 11-08, State Sales File Procedure For Adjusting and Reporting The Assessed Value Of Agricultural Land Included In Sales Of Non-Agricultural Land](#)

[Dir 11-07, Date Of Sale Assessed Value In The State Sales File](#)

[Dir 11-06, Date Of Sale For Sales File Purposes On Transfers Of Real Property](#)

[Dir 11-04, Usability Codes For Qualification Of Sales In The State Sales File](#)

Data entry into CAMA/ADMIN software, field appraisers' sales, pickup, neighborhood review, and protest assessments for residential and commercial properties; includes sketching the building, porches, outbuildings, etc for valuation purposes, verifying completion of parcel cards and posting sketch to card.

[Dir 12-03 Determining Whether a Site is a "Farm Home Site"](#)

Enter Building Permits from City and County Zoning into MIPS software; run all building permits and distribute to respective field appraisers.

Run Notice of Value Changes yearly; Run revised inserts for parcel cards; insert into Parcel record cards.

Enter protest results from County Board of Supervisors hearing into MIPS Software and on property record cards; includes what the Assessor

recommended; what the owner requested; and what the County Board of Equalization decided.

Fill in where needed for vacations and sick leave.

Provides customer service at the counter.

Provides counter service for Personal Property; Mobile Home 521s and back-up assistance for Homestead Exemption applications; Permissive Exemption Applications; Guest Computer; questions about Real Property value or taxes.

Answers & provides customer service to respondents on the telephone.

Send FAX copies to taxpayers, appraisers, bankers, realtors, etc. and bill them.

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

## Qualifications

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

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

Must possess typing skills and capable of using a calculator.

Must be computer literate and knowledgeable of  
Microsoft operating system 7 or later,  
Outlook email,  
Microsoft Word,  
Excel Spreadsheets, and  
able to navigate the internet.

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

Must possess good relational and communication skills.

Must possess an ability to learn and to multi-task.

# Real Est Trans Stmt 521 Sales & Data Entry

## 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**
- Mar 25 Submit written comments to PTA (Liaison) that become part of R & O **REG 17-003.04**
- 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**
- 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 1 On or before, ensure the sales in the **state sales file is accurate** and that all sales received by the county are transferred into the state sales file
- Dec 31 Real Property & Personal Property Taxes Due – **LIEN DATE** **77-203**