

Qualifications

Must be able to read and understand a legal description.

Must have computer data entry experience.

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

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.

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