

# Full-time Field Reviewer (Residential, Commercial, Ag)-Buffalo County

## Purpose:

Gather parcel information, pick up improvements, measure, analyze and observe condition of real estate properties in Buffalo County. Accurately sketch on paper and then upload to computer system.

## **Essential Functions:**

- Review property with accuracy and attention to detail.
- Maintain confidentiality of documents and transactions.
- Prepare and send out monthly letters as required.
- All daily tasks as assigned by Assessor.

## **Essential Knowledge, Experience and Abilities:**

- Prefer background in real estate, construction, or agriculture.
- Willingness to be part of the team.
- Ability to drive county vehicle daily throughout county; getting in and out on a frequent basis.
- Ability to work in all types of weather.
- Ability to be perceptive of new things, changes in surroundings.
- Ability to operate Tablet and computer programs: Excel, MIPS, Pictometry, GIS, & One Note
- Ability to perform assignments with accuracy & attention to detail (record card, excel reports, and system reports)
- Ability to communicate openly and honestly to interact with customers to address their concerns, questions, and assist them if possible.
- Ability to communicate openly and honestly work up the chain of command, receive instruction from the assessor or immediate supervisor.
- Ability to work with little to no supervision and to establish and perform work patterns and priorities with minimal direction.
- Ability to make independent operating decisions based upon experience and knowledge of departmental operations.
- Ability to make accurate arithmetical computations.
- Ability to maintain the confidentiality of departmental information.
- Thorough knowledge of modern office practices, procedures, and equipment.

## **Essential Education, certification, and/or licenses:**

- High School Diploma/ GED
- Valid driver's license and good driving record to use county vehicle.

## **Essential Physical Demands and Typical Working Conditions:**

- Work is performed both outdoors and indoors reviewing properties.
- Work will require running a tape measure to measure building, accurately sketch on paper & upload into computer system.
- Work will require routinely getting in and out of a county vehicle to conduct review.
- Work will require routinely lifting and carrying up to 20 pounds.
- Work duties may be stressful at times due to interacting with the general public and working under deadlines.

**Essential Attendance and Availability Requirements**

- Must maintain an acceptable level of attendance.
- Must be punctuality.
- Must be available to work as determined by the County.
- Must work such regularly-scheduled hours as are determined by the County.
- Must work any required overtime, weekends, and holidays.
- Must work at the assigned work site.
- Must travel as required.

Buffalo County offers a comprehensive benefit package to full time employees including health insurance, generous retirement program, and access to a variety of other benefits such as family health, vision, dental, and life insurances. Employees will be eligible for paid vacation, sick leave, and holidays.

An applicant must be able to comply with all physical requirements of the position and must pass a detailed background check

**Application Submission:**

Please submit a complete application, resume, and cover letter to:  
Buffalo County Assessor  
1512 Central Avenue  
PO Box 1270  
Kearney, NE 68848

Applications can be found on the Buffalo County Website: [www.bufalocounty.ne.gov/employment](http://www.bufalocounty.ne.gov/employment)

Position will remain open until filled. First review of applications will be April 7th, 2023.

EOE/AA/Veterans Preference

*Accommodations for individuals with disabilities are available upon request. Please contact the ADA Coordinator at (308) 236-1224 at least 48 hours prior to the meeting or the activity you would like to attend, or 48 hours before the date you need to access our facilities or services, if accommodations are required.*