

Job Details

General Information

Perform administrative and professional work under the general direction of the County Assessor. Other duties related to the assessment process as directed.

Minimum Qualifications

- High school diploma or G.E.D. equivalent.
- Excellent public relations and customer service skills.
- Must be able to read, understand and explain forms used in the office.
- Basic knowledge of math and English usage.
- Computer literate and able to utilize computers, printers/copiers/scanners.
- Must interact with property owners, county officials, and the general public.
- Must have a valid driver's license.

Duties

Assist the general public with their assessor office needs
Collect, analyze, and enter data into assessor office computer system
Work with Excel spreadsheets
Assist with homestead exemptions, personal property, and permissive exemption filings
Assist with updating sales information
Perform other office duties under the direction of the County Assessor

- Would prefer applicants to have a real estate market background. ex. real estate, appraising, construction, or property developing background

Those interested must complete the **Buffalo County Application for Employment online** or obtained in the **County Clerk's Office**.

Please submit complete application, resume, and cover letter to:
Buffalo County Assessor
1512 Central Avenue
PO Box 1270
Kearney, NE 68848
eskiner@buffalocounty.ne.gov

Applications will be accepted until 5:00 p.m. on August 19, 2022.