

LANCASTER COUNTY PROPERTY APPRAISAL TECHNICIAN

NATURE OF WORK

This is technical work involving the parcel maintenance of real property in Lancaster County.

Work involves processing property transfers; updating, revising and maintaining maps, aerial photographs and records indicating property ownership in the County; processing Tax Increment Financing projects; researching value discrepancies; researching and answering property owner's questions; and updating and maintaining various property records and files pertinent to the Department. Supervision is received from the Computer and GIS Supervisor with work being reviewed in the form of accuracy and completeness of drawings prepared, tasks performed and reports submitted.

EXAMPLES OF WORK PERFORMED

Update and maintain parcel accounts involving assessment values, researching changes and adjusting accounts by entering changes on the computer system.

Check deeds to determine property ownership; transfer legal descriptions; and process changes on Orion system.

Create various parcel configuration maps utilizing GIS Software; calculate new land areas and values; create new tax parcels so that records correspond with ownership.

Work with property owners and/or their representatives to solve ownership and legal description discrepancies.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the use and operation of personal computer systems including hardware and software applications.

Some knowledge of the principles, practices and techniques of parcel maintenance.

Ability to read and comprehend legal property descriptions, plats, maps, imprints, contracts and deeds.

Ability to use ArcGIS Software in property information review and map creation.

Ability to establish and maintain effective working relationships with property owners, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Completion of an Associate's Degree in law, math, drafting, real estate, property appraisal, or related field.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in law, math, drafting, real estate, property appraisal, or related field; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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