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|---|--------------------------------|
| <b>Title:</b> Property Description Clerk  | <b>Posting Date:</b> 6/11/2010 |
| <b>Salary Range:</b> \$27,344.00 - \$32,552.00  | <b>Closed Date:</b> 6/30/2010  |
| <b>Location:</b> Eaton County Courthouse  |                                |
| <b>Minimum Qualifications:</b>  |                                |
| <p>Must be a high school graduate or equivalent with coursework in math, data processing and preferably drafting and property descriptions. One year experience including data processing and some knowledge of property descriptions and how the property tax system works. Must be an accurate typist with a high typing proficiency.</p>   |                                |
| <b>General Summary:</b>   |                                |
| <p>Under the supervision of the Property Description Specialist and the Equalization Director, uses documents recorded by the Register of Deeds to assist in developing condensed property descriptions for use in the preparation of assessment and tax rolls. Updates all maps using condensed descriptions. Assists representatives of other governmental units, the general public and sales agents in identifying property boundaries and interpreting policies and procedures of the Equalization Department. Enters data to computer system on property descriptions, taxpayer identification, assessment information, tax rates and other data.</p> |                                |

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EATON COUNTY ADVISES JOB APPLICANTS THAT IT DOES NOT DISCRIMINATE ON THE BASIS OF DISABLED STATUS