

COUNTY OF CONVERSE
An Equal Opportunity Employer

POSITION VACANCY

CLERK - FIELD APPRAISER

LOCATION: Converse County
Assessor's Office
Douglas, Wyoming

PAY LEVEL: Range/Dep on Exp.
\$1350-\$1600/Mo

**PERMANENT/FULL-TIME
BENEFITS AVAILABLE**

GENERAL DESCRIPTION OF WORK:

In the Field (outside of office)-Locate and field check properties as required. Complete field checks and note property characteristics for data entry.

In the Office-Compile property characteristics. Perform data entry on PC's to include some basic drafting. Perform customer service tasks as required.

ESSENTIAL FUNCTIONS:

Working outside of office to perform field checks on properties. Perform some basic drafting. Perform mathematical calculations, including calculating area size, i.e. square footage. Follow rules & procedures in property appraisal. Perform clerical and filing duties as required. Attend schools, workshops and training sessions.

KNOWLEDGE & SKILLS:

Must be physically capable of working outside. Knowledge of property appraisal and mathematics helpful. Skill in oral & written communications. Skill in PC usage. Skill in basic drafting. Skill in legal descriptions. Knowledge of building construction. Property appraisal experience and education useful, but not required. Employer will train.

APPLICATIONS:

Applications may be obtained at the County Assessors Office. Applications will be accepted until position is filled.

DATE RELEASED: June 15, 2006