



PRINCE GEORGE COUNTY, VIRGINIA
invites applications for the position of:

Real Estate Technician

SALARY: \$36,869.00 - \$57,147.00 Annually

OPENING DATE: 04/04/22

CLOSING DATE: Continuous

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The Prince George County Assessor's Department is currently seeking qualified applicants for the position of Real Estate Technician. Some of the responsibilities for this position include assisting the Assessor with administrative functions, preparing and maintaining land use records and files, assisting with real estate assessment process and assisting in maintaining the property records in the CAMA system.

For the complete job description, please click [here](#).

QUALIFICATION REQUIREMENTS:

Thorough knowledge of the principles and terminology related to real property transfers; thorough knowledge of standard office procedures and practices; ability to communicate ideas effectively both orally and in writing; ability to operate standard office equipment; ability to establish and maintain effective working relationships with associates and the general public. Ability to obtain proficiency in CAMA, GIS, and Microsoft Office.

SPECIAL REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school and considerable experience in general office and real estate assessment procedures.

ADDITIONAL INFORMATION:

To apply online visit the website at www.princegeorgecountyva.gov. To be considered for this position, applicants must submit a County application. Applications should be submitted online. For additional information, please call (804) 722-8669. EOE.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.princegeorgecountyva.gov/>

Position #RET042022
REAL ESTATE TECHNICIAN
WJ

Prince George County
6602 Courts Drive
Prince George, VA 23875
804.722.8669

hr@princegeorgecountyva.gov

Real Estate Technician Supplemental Questionnaire

- * 1. Are you familiar with Deeds, Wills and other instruments transferring title to real estate?
 Yes
 No
- * 2. Are you familiar with geographic information systems (GIS)?
 Yes
 No
- * 3. Are you proficient in Microsoft Office?
 Yes
 No
- * 4. Can you create a spreadsheet in Microsoft Excel?
 Yes
 No
- * 5. Do you possess previous working experience in a Real Estate Assessor's Office?
 Yes
 No
- * 6. Are you familiar with the Real Estate Land Use program?
 Yes
 No
- * 7. Do you know how to create a mail merge in Microsoft Word?
 Yes
 No
- * 8. Do you possess at minimum a high school diploma or equivalent?
 Yes
 No
- * 9. Do you possess at minimum three years of work experience in an office setting?
 Yes
 No
- * Required Question