



City of Colonial Heights, Virginia

Real Estate Assessor's Office Specialist

Salary Range: \$42,778 - \$65,000 (*Salary commensurate with experience*)

Application Deadline: Open Until Filled; *Frist review of applications to being on 2/7/2025.*

Real Estate Assessor's Office Specialist: Provides administrative and technical support to the City Assessor's Office.

Examples of Duties

Provides technical assistance in organizing and maintaining real estate assessment records. Assists with entering real estate parcel and transaction information, appraisal information, and other records into assessment and taxation software programs and other assessment programs as necessary. Maintains both paper and digital filing systems; researches and reviews records and documents needed to accurately maintain real estate databases. Performs property research and examines legal documents for accuracy; reviews and verifies property transfers, splits/subdivisions, property line vacations from deeds, wills, plats and surveys. Provides assistance, research, assessment information, and responds to inquiries and requests for real property information; and answers tax questions and concerns. Generates monthly, quarterly, and annual reports and listings. Reviews and enters property record card changes as directed by the City Assessor. Assists in the preparation of assessment notices to taxpayers. Serves as the secretary for the Board of Equalization and coordinates training as needed. Provides support to supervisor and department leadership on special projects. Performs clerical duties to include answering phones, conveying messages, running office errands, preparing outgoing mail, collecting and distributing incoming mail, typing and filing. Addresses public inquiries providing accurate information or referring inquiries to appropriate personnel. Other duties as assigned.

Education & Experience

- High School diploma and at least seven years directly related experience or,
- Two years of college or Associate's Degree and at least four years directly related experience or,
- A Bachelor's Degree and at least two years directly related experience.
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- Experience working in a local government real estate assessor's office desirable.
- General knowledge of real estate assessment terminology and documents.
- General knowledge of administrative practices, procedures, and equipment.
- General knowledge of and experience with computers and Microsoft Office software (Word, Excel, and Outlook).
- Excellent organizational skills with the ability to multi-task, with frequent interruptions while remaining calm, organized and accurate; and be highly professional.
- Strong customer service skills.
- Ability to work both independently and in a team environment.
- Strong work ethic to include a positive attitude, attendance and accountability.
- Ability to exercise "confidentiality" in the day-to-day activities of the workplace.
- Ability to accept direction and assignments from internal staff at all levels.

To Apply: All candidates must submit a complete City of Colonial Heights online employment application. Visit the following City website link to apply online and view full announcement: www.colonialheightsva.gov

The City of Colonial Heights is an Equal Opportunity Employer