

Fremont County

JOB DESCRIPTION

Job Title: Mapper/Deed Processor

Reports To: County Assessor

Job Summary

Mapping of Plats and legal descriptions from deeds, into the county mapping system.
Processing of deeds and other documents.

Duties and Responsibilities

Essential

- Converts information from plats and deeds to computer drawings and verifies the accuracy of legal descriptions.
- Processes name changes, splits and combinations from deeds and other documents.
- Helps public complete Homeowner's Exemption and Property Tax Reduction applications.
- Verifies Homeowner's Exemption qualifications and updates status
- Assists appraisers.
- Works with the public, title companies, attorneys, etc.
- Being friendly, diplomatic and helpful is a must.

Additional

- Performs other duties as assigned or needed.

Qualifications

Essential

- Sitting with intermittent moving in an office environment, lifting (i.e., office supplies), talking & hearing (telephone and in-person), and repetitive motions (i.e., typing).
- Manual dexterity to perform office functions (e.g., typing (40 wpm), filing, collating, operating office machines, etc.).
- Ability to remember (i.e., codes, etc.).
- Ability to read (i.e., complete paper work).
- Public relation skills.
- Good verbal communication skills
- Highly developed organizational skills.
- Must be able to perform essential duties with or without reasonable accommodation efficiently, accurately, and without causing a direct safety threat to the person or others.

Additional

- Stooping, kneeling, crouching, lifting, reaching, walking, and standing.

Machines Typically Operated

- Plotter
 - Scanner
 - Personal Computer
 - General office equipment (copier, fax, etc.)
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