



*Mindy Schaefer*

Union County Assessor  
300 N Pine Street Suite #8  
Creston, IA 50801  
641-782-1735

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Joni Cook  
Assistant to Assessor

November 13, 2023

Dear Applicant:

Thank you for requesting an application to apply for the full-time Assessor's Employee position. The application and a description of the position is attached.

**JOB VACANCY NOTICE**

**TITLE:** Assessor Clerk/Field Appraiser  
Full-time Position

**ENTRY SALARY:** Based on Experience  
(Plus full benefit package)

**COUNTY ASSESSOR DEPT.**

Union County Assessor's Office is looking to fill the position of Assessor Clerk/Field Appraiser, with the possibility of advancement.

**You'll be a great fit if:**

- You're interested in a career that provides the opportunity to gain valuable experience in fields related to real estate, construction, and property appraisal.
- You understand the importance of excellent customer service and communication and public relations skills.
- You're a self-starter and willing to learn new skills and take on new responsibilities as knowledge is learned within the office.
- You possess a working knowledge of Microsoft Excel and Word along with basic computer abilities and willing to learn new software.
- You value relationships and are willing to work with and empathize with fellow taxpayers.
- You value and understand appropriate office etiquette and working in a small work environment.
- You are willing to attend classes and complete examinations for continued employment.
- You have above average math skills, are very organized, and are detail oriented.

Applicants must have a high school diploma or GED, along with a valid driver's license.

Applications and full position description are available by calling the Union County Assessor's Office at 641-782-1735 or at <http://unioncountyiowa.gov/job-openings/>.

Return completed applications AND a cover letter and resume, to 300 N Pine, Creston IA 50801 or email to [mschaefer@unioncountyiowa.gov](mailto:mschaefer@unioncountyiowa.gov). The application period will remain open until the position is filled. Union County is an Equal Opportunity Employer.

If you have questions, please contact our office. I look forward to reviewing your application, resume, and cover letter.

Thank you,

Mindy Schaefer, ICA  
Union County Assessor

## **Union County**

### **Position Description**

Position: Assessor's Clerk/Field Appraiser (full-time)      Reports to: Assessor

Department: Assessor

Revision date: August 1, 2023

#### General Summary

Performs variety of clerical and appraisal duties in the office and in the field with general instructions from Assessor.

#### A. Essential Functions

These duties include but are not limited to:

- Assessment work year-round (discover, list, and value)
- Reassessment of all properties in odd years
- Assessment rolls mailed out by April 1<sup>st</sup>
- Abstract of property and reconciliation reports to state
- Attend classes for required schooling
- Work with other county officials to maintain assessment/tax cycle and property ownership
- Work independently and develop new processes when necessary
- Maintain property transfers, property divisions, and soil survey information
- Maintain state mandated programs – homestead & military exemptions, family farm tax credit and other exemptions available by Iowa Code
- Maintain property inventory file
- Identify and transfer all sales into a usable sales ratio study to help keep assessments at state mandated level
- Maintain plats, soil maps and soils inventory and GIS System
- Work with the public to supply information – owners, appraisers, realtors, bankers, cities, schools, development groups
- Answer phone calls
- Assist customers at the counter

#### B. Physical Demands

Sits for long periods of time while operating office equipment. Must have usual office worker's manual dexterity. Must climb stairs and occasionally a ladder. Drive vehicle to site of appraisals, climb stairs while working at site, write and note taking while walking around construction site. Frequent walking, kneeling, bending, and other movements may be required. Must be able to lift and carry up to 20 lb. weight.

#### C. Cognitive Demands

Must have above average math skills and understanding, including statistics and geometry. Must have ability to read, use a tape measure, keep records, file, and interact with the public. Must have above average attention to details. Must be able

to visually inspect, measure, calculate, and analyze structures. Must apply knowledge of real estate, building quality, construction materials, and Iowa Assessment Laws. Must have the ability to handle confrontation and difficult situations. Must be able to use good judgement, multi-task, problem solve, and meet deadlines. Must have a knowledge of Microsoft software such as Word, Excel, and Outlook.

D. Work Environment and Equipment

Indoor work in office environment. Must have appropriate office etiquette and professionalism. When out of the office, encounters inclement weather. Must have the agility to traverse construction sites. Use office equipment such as computer and copier. Must be able to read a tape measure.

E. Supervision of Others

None

F. Entry Qualifications

Must have skills of reading, spelling, calculating, typing, and filing as well as ability to interact with the public. Have a valid driver's license and use of own vehicle with proper liability insurance. Possess a High School diploma or GED. Real estate and construction knowledge is helpful.

G. Health Insurance Portability & Accountability Act

Will comply with workplace confidentiality following HIPAA training guidelines.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job description.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Some requirements may exclude individuals who pose a threat or significant risk to the health and safety of themselves or others.
  4. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.