# POSITION AVAILABLE

**Data Specialist/Appraisal Assistant Muscatine County Assessor’s Office ($34,361 - $45,815)**

Assists the public at the counter and over the telephone with questions relating to the assessment process and/or various applications or forms. Assists in updating assessment records utilizing CAMA, administrative and GIS software, preparing various reports for use in the office as well as for the Department of Revenue, and performs routine and specialized administrative tasks as required in the operation of the office. Discovers, inspects, lists and appraises agricultural and residential real property in Muscatine County.

## MINIMUM QUALIFICATIONS REQUIRED:

**Education and Experience:**

1. Associate degree or equivalent combination of related education and experience.
2. One year of clerical computer experience or an equivalent combination of related education and experience.

## Licenses and Certifications:

Valid Iowa Driver’s License and insurable under the Muscatine County insurance policy.

## Knowledge, Skills, and Abilities:

1. Knowledge of modern office practices and procedures including the utilization of automated technology to enhance efficiency and effectiveness.
2. Ability to acquire skills required to utilize CAMA and ArcGIS software.
3. Ability to acquire knowledge of assessor and departmental policies and administrative requirements.
4. Skill in prioritizing a variety of tasks to make efficient use of time and resources.
5. Skill in executing wide variety of routine and specialized administrative functions including proficiency in word processing and spreadsheet applications as well as skill operating a computer terminal and other standard office equipment.
6. Ability to exercise sound, independent judgment in applying policies and procedures to department or organization-wide situations, including sensitive or confidential matters.
7. Ability to establish and maintain effective working relationship with co-workers at all levels and with the general public.
8. Ability to communicate effectively, both orally and in writing.

A complete job description is available upon request from the Assessor’s Office or the Administration Office. A county application is available from the Administration Office or from the Administration - Job Postings section of the County’s website ([www.co.muscatine.ia.us](http://www.co.muscatine.ia.us/)).

Resume, letter of application and county application should be submitted to: Muscatine County Assessor’s Office, 414 E. Third Street, Suite 202, Muscatine, IA 52761-4142 or e-mailed to [assessor@co.muscatine.ia.us](mailto:assessor@co.muscatine.ia.us)

Deadline to submit applications for this position is September 13, 2019 at 4:30 p.m.

**Muscatine County is an Equal Opportunity Employer.**