

PROPERTY LISTING CLERK

DEFINITION

Under general supervision to provide administrative services for the property listing division of Land Regulation and Records Department including such functions as liaison with Information Management, Department of Revenue, county assessors, title companies, attorneys and general public, to interpret laws, rules, procedures and policies relating to real estate transactions and other complex property listing services as assigned, and does related work as required.

EXAMPLES OF DUTIES

Accurately define and identify real property parcels based on metes and bounds descriptions and other documents; analyze and determine which Register of Deeds documents are to be employed when changing assessment rolls; use surveyor techniques to draft new parcels and parcel changes on section maps; ascertain lands consumed by new plats and/or annexations, create parcels assigning new State of Wisconsin geographic parcel numbers to surveys and plats; delete old parcel numbers and create new ones upon splitting; coordinate with local municipalities regarding special assessments and charges for total rolls and statements; select appropriate computer program when ordering assessment rolls, notice of assessment and indices for 59 municipalities; search grantor/grantee track index for ownership disputes; advise attorneys, title companies, assessors and general public when documents are recorded incorrectly; interface with systems and data processing personnel regarding index system maintenance updates to assessment roll indices; monitor computerized record keeping systems ensuring that all final edits are correct and that data is revised and updated in county computer when appropriate; key into computer necessary data updating assessment rolls on a day-to-day basis; complete property description title reviews; receive and respond to complaints from the general public.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from high school, and three years of real estate related experience including one year of substantial experience in public land survey, metes and bounds descriptions, or documents related to real estate, legal descriptions, ownership, and real estate transfer returns.

Knowledges and Abilities: Considerable knowledge of laws and regulations affecting property listing; knowledge of modern office procedures and practices; considerable ability to interpret, apply and communicate policies, regulations and procedures; ability to establish and maintain effective relationships with the public and co-workers; ability to work independently without direct supervision; ability to analyze work flow and to organize work in the most efficient and effective way; ability to train, direct and monitor the work of others; ability to perform assigned functions with a minimum of error.