



COUNTY OF NEWBERRY

POST OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

Dreams & Teams Together for Newberry County

VACANCY ANNOUNCEMENT

POSTING DATE: 02-03-2023

CLOSING DATE: Open until Filled.

DIVISION: Assessor's Office

JOB LOCATION: 1512 Martin St, Newberry, SC 29108

POSITION: **Real Property Customer Service Specialist/Ownership & Data Entry Specialist**

HOURS WORKED PER WEEK: Non-Exempt, Regular Full Time, 40 hours per week

CONTACT PERSON: Human Resources (803) 321-1431

Core Job Functions:

- Customer Service is the key performance function for this role.
 - Service walk-in customers, phone inquiries and email requests
 - Use of the CAMA System (AP5) to pull requested data and print applications.
 - Will locate and pull property cards.
- Chiefly responsible for determining eligibility for LR.
- Update ownership records based on recorded deeds.
- Update mobile home ownership records based on documents submitted to Permitting.
- Must uphold the responsibilities and duties set forth in Title 12-Taxation in the SC Code of Laws and must stay current on laws that pertain to assessment and exemptions that are the responsibility of the assessor's office.
- Pulls deeds and plats at the Courthouse for processing, updates any need tax map number, and signs off on deeds for the Clerk of Court.
- Transfers ownership of property that is referenced in the deed. This will require the ability to understand a deed, its legal description and derivation.
- Transfers ownership of mobile homes based on decal applications, mobile home titles and verification from the DMV that the title has been updated. Ownership of a mobile home is based on the owner of record at the DMV.
- Enters building permits and CO's into our CAMA system (AP5). The permits and CO's are picked up in the Permitting Department within Planning and Zoning.
- Processes bulk mailing of applications for special assessment as legal residence and ag use to new owners.
- Dates stamps and logs all applications and appeals received via mail or walk-in. Ensure all dates are in compliance with SC Code of Laws.
- Researches and enters all mailing address change requests. Ensure the most current mailing address is updated in the system for critical taxpayer communications.
- Works closely with the Deputy Auditor regarding the Homestead Exemption.
- Assists with punctual opening and closing the office.
- Performs other duties as assigned by the Assessor or their assignee.

MINIMUM TRAINING, SKILLS AND EXPERIENCE:

One or more of the following:

- Ability to maintain excellent punctuality and attendance.
- Ability to maintain a high level of accuracy.
- Ability to learn the office to help predict customer needs and provide excellent service.

And, two or more of the following:

- At least two years of data entry and ability to master the computer systems and software needed in this role.
- Proficient in Microsoft Office Suite. Primarily Word and Excel. Professional letter writing and data analytics are required for this position.
- Professional customer service experience. A parcel of real property is typically a property taxpayers' biggest investment. Empathy and understanding of real property taxation, logic skills and time management are a must.
- Ability to read and interpret deeds, plats, contracts, and real estate terminology.
- Math skills sufficient to calculate real property tax estimates based on the assessment ration, millage rate and property value.
- Two-year degree from an accredited academic institution in a related field. Preferably with course work in real estate, paralegal studies, or business management.

GENERAL INSTRUCTIONS: Cover letters, resumes and applications may be submitted via email to HR@newberrycounty.net. Newberry County Employment Applications may be completed by visiting <https://www.newberrycounty.net/departments/human-resources>. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER.

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