**BIG HORN COUNTY LAND PLANNING/ASSESSORS OFFICE**

**LAND PLANNING/DEPUTY ASSESSOR JOB DESCRIPTION**

The Land Planning Assistant/Deputy Assessor position will spend approximately 50% FTE in Land Planning and 50% FTE in the Assessor’s office and is responsible for carrying out the following duties in the Land Planning and Assessor’s Departments:

**Land Planning**
Under general supervision and direction from the Land Planning Manager and Assistant, provide logistic clerical support to office, business or administrative operations, by exercising administrative and customer service skills. Review & issue permits, maintain records, collect and record fees and provide excellent customer service.

Typical Duties

* Receive calls and walk-in customers to answer questions and provide information and forms related to rules and guidelines of the various County-issued permits
* Receive, review and process permit requests
* Consult with others either within the department or in other departments regarding permit questions or issues
* Provide customer updates and feedback, as needed and related to their permit application
* Exercise skill in reviewing, proofreading, filing and copying permit application materials
* Accurately enter data into the various permit application databases
* Receive customer complaints and/or concerns and consults with others to help identify a corrective action
* Perform in-field inspections related to permit applications
* Provide excellent customer service to all customers
* Perform other related duties as assigned or requested

**Assessor’s Office**
Under general supervision and direction from the County Assessor and Deputy, provide logistic support to office, business or administrative operations, by exercising administrative and excellent customer service skills. Maintain the County’s GIS Data Base and related file. As experience grows opportunities for property assessment training may be available.

**Minimum Qualifications**

* Must possess a high school diploma, GED or higher
* Must possess a current, valid driver’s license

**Preferred Qualifications**

* possess four (4) or more years of full-time work experience performing clerical or administrative duties
* Knowledge of land records and/or GIS
* Understanding of deeds, surveys, legal descriptions and be ability to interpret these documents
* Experience with deed processing or land abstracting
* Experience with Qgis preferred or ARCmap /AutoCad experience to ease transition to Qgis.
* Possess an Associate’s degree or higher

**Knowledge, Skills, Abilities and Other Characteristics**

* Ability to be tactful and exercise diplomacy
* Proficient with Microsoft Word, Access, PowerPoint, Outlook and Excel
* Proficient in the use of a computer and software programs to manage and generate emails, information, reports, letters and other items as needed
* Ability to work on multiple projects simultaneously, capable of meeting tight deadlines and working calmly under pressure
* Ability to travel and make site visits as needed
* Skill and accuracy in the control, organization and maintenance of files and records
* Good communication and customer service skills; ability to convey information and explain or describe basic office policy and procedure to others in person or by telephone
* Skill in exercising sound judgment relative to problem solving
* Ability to work without supervision, to be flexible and to communicate with people
* Good interpersonal relation skills