

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Jerry Bentz

Work Phone: 267-8791

2. Class Title (i.e. payroll title):

Assessment Aide 2

3. Working Title (if any):

4. Name & Class of First-Line Supervisor:

Jo Ann Terasa

Work Phone: 266-4543

5. Department, Division & Section:

Assessor

6. Work Address:

City-County Building, Room 101
210 Martin Luther King, Jr., Blvd
Madison, WI 53703

7. Hours/Week: 38.75

Start time: 8:00 a.m. End time: 4:30 p.m.

8. Date of hire in this position:

August 14, 2005

9. From approximately what date has employee performed the work currently assigned:

August 12, 2007

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10. Position Summary:

This is responsible technical work in providing field and office support services to property appraisal and assessment staff. Work is performed under general supervision, and employees are expected to exercise judgment and discretion in completing assigned tasks.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

55% A. Perform Field Inspections

1. Measure, plot, diagram, photograph, describe, gather and record building characteristics of single-family and multi-family residential properties based upon field review and analysis of building plans.
2. Perform field reviews of properties to ensure that coded characteristics are complete and accurate.

3. Perform field reviews of commercial new-construction and building permits as assigned by commercial staff, following proper procedures. This includes physically measuring the building in the field, recording the physical characteristics such as roof type, wall type, etc., calculating the building area, taking photographs and drawing the building on the current drawing software.
 4. Compute and document completion percentages of buildings under construction at assessment year-end.
 5. Perform field reviews of lots in newly-platted subdivisions to identify status as vacant or improved. Document areas of road construction in newly-platted subdivisions.
 6. Assist the public with inquiries regarding exterior inspections, general assessment techniques and state statutes pertaining to assessment procedures.
- 25% B. Maintain Property Records
1. Compute square-foot area and note property characteristics of residential and commercial buildings.
 2. Verify location, size and parcel numbers of properties from legal descriptions. Create parcel maps using computer-aided mapping software such as Deed Plot or similar software.
 3. Create Computer Aided Drawings (CAD) of residential new construction, additions, and alterations to existing drawings. Create CAD drawings of commercial new construction, additions, and alterations to existing drawings. Convert hand drawings to CAD format digital drawings. Maintain CAD program, files, & templates in conjunction with Information Services (IS) and serve as a technical liaison to IS with respect to CAD programs.
- 10% C. Assist Appraisers
1. Sort and distribute building permit downloads into appropriate Assessment Areas by appraiser assignment.
 2. Cross-reference mechanical permits with physical building permits for fielding.
 3. Compile necessary coded characteristics to enable appraisers to process interior permits and sales for no-response properties.
 4. As needed, assist appraisers with preparing mailings for sales and interior inspections.
 5. As necessary, prepare maps for appraisers for presentation at the Board of Review.
 6. Assist professional staff in collecting, tabulating, and arraying data concerning property characteristics, sales prices, rents and operating expenses.
 7. Estimate tentative values for new building improvements for review by the Property Appraiser.
- 4% D. Compile Data
1. Prepare and maintain computer generated word processing forms, spreadsheet programs and associated data using appropriate software.
 2. Photograph and compile data necessary to display paired sales information.
 3. Participate in creating the annual Mayor's Report.
- 3% E. Assist the Public and other City Agencies
1. Interpret and assist the public in locating properties from legal descriptions.
 2. Serve as liaison to the Building Inspection Department to access building plans and spreadsheet data retained by the Building Inspection Unit.
 3. Serve as a liaison to the Engineering Dept for the purpose of updating assessment area map boundaries for residential, multi-unit, and commercial area maps. Assist in ordering maps from the Engineering Department for use by Assessor's Office staff.
- 3% F. Other Activities
1. Assist in training less experienced employees as needed.
 2. Perform related work as assigned.
 3. Assist in processing simple personal property statements and calculate full cash values using life tables. Assist in discovering new and out-of-business personal property accounts.

12. Primary knowledge, skills and abilities required:

Working knowledge of general office procedures and practices. Working knowledge of applicable property technical characteristics, to include: the layout, design, mapping and legal description of property, deed and survey data, and physical residential property characteristics. Working knowledge of the principles, practices, tools and techniques utilized in basic construction drawing/drafting. Knowledge of personal computer technology. Ability to assist in assembling and analyzing data and maintaining records. Ability to make related mathematical calculations. Ability to read, write and plot legal descriptions. Ability to assist in analyzing financial and accounting data. Ability to accurately prepare construction drawings and assessment maps. Ability to use mechanical drawing instruments, tools, and current Computer Aided Drawing Program. Ability to read and interpret residential construction blueprints. Ability to develop and maintain effective working relationships. Ability to communicate effectively. Ability to physically access field locations in order to observe and record physical property characteristics relevant to assessment. Possess knowledge of software related to legal descriptions. Knowledge of how to upload data and photos to citywide document management system. Knowledge of the City's permit system and its use in discovering and monitoring building construction projects. Knowledge of electronic and physical filing techniques of records used to assess properties. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Possession of a valid driver's license or the ability to otherwise meet the transportation requirements of the position. Certification as an Assessment Technician by the State of Wisconsin at time of appointment.

15. Physical requirements:

Must be able to physically access field locations in order to observe and record physical property characteristics.

16. Supervision received (level and type):

General Supervision

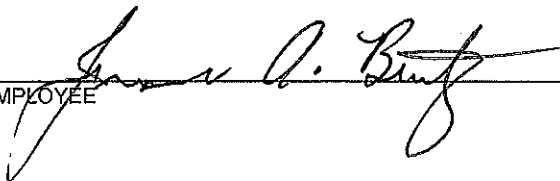
17. Leadership Responsibilities:

This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE



DATE

9-13-09

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

Mark Damon
SUPERVISOR

9/10/09
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.