

***The following statements are intended to describe the general nature and level of work being performed. This description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.***

## Madison County, MS Tax Assessor's Office

Position: Homestead Operations Assistant

Under the general direction of the Homestead Department's Director, performs skilled, homestead work for the development and maintenance of the Homestead roll. Tasks vary and require technical work with a high degree of responsibility and independence.

Employees in this position perform data entry and various basic data analysis. Working simultaneously with the Mapping Department, and other various compliance activities/reports.

The Tax Assessor's office is a responsive environment where citizens or other Departments come with question or problems for resolution. Employees are responsible for understanding the question or problem and creating an individual response.

## ESSENTIAL JOB FUNCTIONS

- Conducts research, validates, and compiles data from the Madison County public Chancery records, as well as other documents and other reports, and verifies information with the tax roll to correctly apply information to applicants' Homestead exemption application.
- Assist with the maintenance of the Homestead roll by utilizing various available sources of information. Deeds, vital records, marital reports, etc.
- Intermingles well with the public, Tax Assessor's staff, and various government agencies while performing all tasks. Tasks are various throughout the year such as inquiries involving parcel identification, tax estimates and information on various assessment related matters.
- Assist and work within the Homestead Dept on various reports or documents as directed.

## MINIMUM REQUIREMENTS TO PERFORM WORK

- Bachelor's Degree preferred
- Strong communication, organizational and interpersonal skills
- Experience with Microsoft Word, Excel, and Outlook
- Work experience in a related field such as land title abstraction or other real estate experience is beneficial.
- A combination of training, education, and experience can be substituted for the minimum qualifications.

## WORK ENVIRONMENT

- Position is a full time, permanent position, 8:00am – 5:00pm, Monday through Friday, located at the Madison County office complex building in Canton, MS.
- Work is primarily performed at a computer workstation. Light lifting (20 lbs or less) may be occasionally required.