

Jurisdictional Class: Competitive  
Adopted: December 9, 1977  
Revised: February 3, 2023

**ASSESSMENT CONTROL EXAMINER**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this class involve responsibility for technical work in the maintenance of Real Property files. The incumbent both collects and disseminates real property data, working closely with Senior Assessment Control Examiners, Assessors, real estate professionals and the general public. On the county level, this position requires periodic training with assessors in the maintenance of the Real Property System. The work is performed under the direct supervision of a senior level staff member who provides assistance with difficult or unusual problems whenever they arise. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Enters property information data into Real Property System and State software;  
Responds to questions and complaints from real estate professionals and the general public;  
Organizes, identifies, and applies standardized control procedures to data management information received or distributed;  
Utilizes Real Property system templates and Microsoft programs in correspondence with relevant parties, and maintains a variety of data and correspondence files;  
May assist local Assessors with in-field property review, data collection, sketching plot plans, and data entry;  
Converts various documents into digital format for retention;  
Other duties or projects as assigned by senior level staff.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of Data Collection methods and procedures;  
Good knowledge of File Maintenance procedures;  
Working knowledge of Real Property terminology and standard documents and forms;  
Working knowledge of Real Property Systems and Geographic Information Systems (GIS);  
Working knowledge of all phases of the local Assessors' responsibility;  
Ability to read and interpret property record forms;  
Ability to edit computer input and output for accuracy and format;  
Ability to establish and maintain effective working relationships with others and to deal effectively with the public;  
Attention to detail.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees in this class require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.