

LANCASTER COUNTY PARCEL MAINTENANCE TECHNICIAN

NATURE OF WORK

This is advanced technical work involving the maintenance of real property records in the Lancaster County Assessor/Register of Deeds Office.

Work involves coordinating workflows between County and City departments to complete projects related to the creation of tax parcels; accurately processing instruments filed with the Register of Deeds Office that affect ownership and the subdivision of land such as new plats, splits and combinations. Work also involves researching and verifying real property ownership, legal descriptions and other pertinent information; working with owners, attorneys and/or title companies to resolve issues; and entering and updating various property records. General supervision is received from an administrative superior with work being reviewed in the form of accuracy, timeliness and results achieved.

EXAMPLES OF WORK PERFORMED

Coordinate workflow of land records projects between various departments and agencies to create, update and maintain parcel records; research changes and update and maintain parcel records by entering changes into system database.

Process annexations into the City of Lincoln and surrounding villages, including changing tax district information for respective parcel records.

Review deeds, plats, annexations and other plans from various departments and agencies to determine and process property ownership, legal descriptions and process changes in CAMA system database.

Create various parcel configuration maps utilizing Geographic Information System (GIS) software; calculate new land areas and values; create new tax parcels so that records correspond with ownership and assessed values balance between new and prior parcels.

Work with various agencies, property owners and/or their representatives to resolve ownership and legal description discrepancies.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the use and operation of computer systems, hardware and software applications including Microsoft Office 365 technology suite.

Knowledge of the principles, practices and techniques of parcel maintenance relating to tax parcels, subdivisions and other land records that affect property ownership.

Ability to read, write and comprehend property legal descriptions and related legal documents, plats, maps, plans, contracts and deeds.

Ability to organize, analyze and interpret complex property information.

Ability to manage multiple responsibilities concurrently.

Ability to use ArcGIS software in property information review and map creation.

Ability to plan and complete assigned work with minimal supervision and guidance.

Ability to efficiently prioritize work assignments and complete work within identified timelines.

Ability to establish and maintain effective working relationships with property owners, attorneys, title companies, co-workers and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Associate degree with major coursework in law, computer science, math, drafting, real estate, property appraisal, or related field, including two years of experience working with computer software and applications relating to property administration; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

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