

LANCASTER COUNTY
SENIOR REAL ESTATE SPECIALIST

NATURE OF WORK

This is responsible administrative work overseeing and directing business operations in the Register of Deeds or Homestead Exemption/Personal Property divisions of the Assessor/Register of Deeds Office.

Work involves facilitating departmental management by performing a variety of complex administrative responsibilities. An employee in this class serves as a division lead, manages daily workflows, oversees compliance of divisional responsibilities, trains subordinate staff, develops standard operating procedures and improved operating methods and performs a variety of administrative and technical duties requiring accountability, initiative and the use of independent judgement within the framework of established State, and County policies, procedures and laws. Work is performed independently with work being reviewed by the Assessor/Register of Deeds or their designee in the form of statutory compliance and conformance with established departmental policies and procedures. Supervision may be exercised over other employees.

EXAMPLES OF WORK PERFORMED

Serve as subject matter expert for real estate record filings, property tax exemptions and personal property returns; perform complex and technical administrative functions and coordinate special projects.

Examine existing departmental operations and recommend necessary improvements in administrative planning and organization, workflow, reporting structure and cost controls.

Manage daily divisional workloads to ensure accuracy and statutory compliance of duties; assign and direct work of subordinate staff; assist with new employee orientation and training; assist with performance evaluations and personnel actions.

Serve as system administrator for various electronic systems used by the Assessor/Register of Deeds office; add and delete users; provide training; authorize fee transactions; work with administrative team and vendors to resolve technical issues.

Process, compile, research and analyze complex real estate records, tax records and related information; perform research on historical records; assist with fulfilling formal public records requests.

Establish and maintain professional and effective work relationships with internal and external stakeholders including the public, coworkers, supervisors and federal, state and local department or agency representatives; accurately communicate information, policies and procedures.

Assist with developing and maintaining standard operating procedures, filing, accounting and data processing systems; assist with coordinating new systems with current procedures.

Resolve complex departmental problems in accordance with established policies and procedures.

Prepare and maintain statistical and financial reports for the County and the Department of Revenue.

Relieve Assessor/Register of Deeds of designated administrative duties pertaining to certain operations of the department.

Assist the Assessor/Register of Deeds, Chief Deputies and staff with other projects as requested.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of Nebraska Revised Statutes, Nebraska Administrative Codes, and policies and procedures related to the duties of the Assessor/Register of Deeds Office.

Considerable knowledge of management information systems, computer hardware and software.

Knowledge and understanding of various legal terminology related to real estate and documentation filed with the Assessor/Register of Deeds Office.

Ability to analyze complex data sets to inform decision-making and operational strategies, displaying a capacity for strategic thinking and problem-solving.

Ability to analyze and interpret administrative problems and comply with all statutes, regulations and policies governing the Assessor/Register of Deeds Office.

Ability to effectively communicate and present accurate and concise information in written or verbal form.

Ability to perform in an independent manner under the direction of a supervisor and to apply creative problem-solving abilities and personal initiative in performing work assignments with minimal supervision.

Ability to effectively interact, cooperate and collaborate with team members to achieve designated goals and solve problems.

Ability to train, coordinate, supervise and evaluate the work of other employees.

Ability to establish and maintain respectful and effective working relationships with a diverse group of stakeholders.

Ability to effectively utilize personal time-management and organizational skills to successfully manage multiple responsibilities concurrently.

Ability to consistently perform accurate, high-quality work.

Ability to manage confidential and sensitive information.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public or business administration or a related field and four years of experience in a responsible administrative capacity managing public records or public information; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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