

Lyon County, Iowa – Auditor's Office

Position Description

Position: Real Estate Asst

Department: Auditor

FLSA: Non Exempt

Reports to: Auditor

Effective Date: Feb 2025

General Summary:

Performs complex, technical, and specialized work to maintain records in property ownership, real estate records, elections, and other various jobs.

Real Estate Essential Functions

- Ascertains the legal and technical content of property descriptions including receiving deeds and contracts, interpreting the deeds, contracts, surveys, and condemnations; coordinates and participates in making title changes requiring the ability to write and interpret difficult legal descriptions.
- Approves, locates, describes, and puts data into final form for computer entries (Solutions software), ensuring all data is correct.
- Confers with attorneys, engineers, real estate and business representatives, developers, surveyors, departmental and governmental officials, and property owners on related matters.
- Input, draw, and analyze data within the automated mapping system to assure accuracy.
- Leads and executes with accuracy the yearly real estate process including maintaining homestead, military, agland, and family farm credits; prepares valuation reports for Department of Management; and prepares and executes tax receipts.
- Sets up taxing districts when the development of urban renewal areas are established in Lyon County.

Election Essential Functions

- Must be capable of processing voter registrations, processing absentee ballot requests & ballots, preparation of complex statistical data for electronic reports in accordance with state and federal law.
- Must be capable of operating Iowa's statewide voter registrations systems.
- Must provide fundamental, technical, and emergency support to precinct election workers with direction from the Auditor.
- Ability to review election laws, monitor proposed and approved legislative changes, and implement them as needed.
- Other essential duties to the execution of all tasks related to elections as assigned by the Auditor.
- Work extra hours on some Saturdays and extended hours on weekdays for any elections as required by law or as necessary to perform election duties.

Other Non-Essential Functions:

- Cross train in the other areas of the office in order to assist when needed.
- Other duties as assigned by the Auditor which are essential to the function of the Auditor's Office.

Education Requirements

- High School Diploma or GED;
- Knowledge of Real Estate processes is beneficial, but not required.

Licensing and Certification:

- Valid Iowa Driver's License
- Willingness to Obtain SEAT (State Election Administrators Training) Certification as requested by the Auditor.

Required Skills/Abilities:

- A zest for learning, researching, and applying new knowledge.

- Able to proficiently operate general office equipment such as computers, 10-Key Calculator, copy machine, postage machine, & telephone.
- Utilize Microsoft Office products such as Word, Excel, Publisher, Outlook, & PowerPoint
- Effectively communicate verbally and in writing.
- Establish and maintain professional and effective working relationships with other County employees, officials, representatives of other agencies, and the general public.
- Demonstrate analytical thinking and problem solving.
- High attention to detail and with great organizational skills.
- Ability to read and decipher Iowa Code, legislative rules, and other documents for the purposes of elections and real estate.
- Ability to work under pressure and public scrutiny.
- Knowledge or willingness to learn election and real estate terminology & law.

Physical Requirements and Work Environment:

- Sitting, standing, walking, bending, pushing, pulling, or lifting; occasionally required to exert a force of up to 50 pounds. Typically moves about the office and courthouse on a regular basis.
- Regularly required to speak and hear, must be able to operate and monitor a variety of office machines and some may involve extended periods of time at a keyboard or workstation. The noise level in the work environment is usually low to moderate.
- The typical schedule for this position is Monday – Friday: 8 AM-4:30 PM. Must also be available to attend meetings/work outside of normal business hours as requested and may be required to travel to meet job requirements.

The physical demands and work environment described above are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions absent undue hardship on Lyon County. Lyon County retains the right to change or assign other duties to this position at any time.

Employee Signature

Date

Employee Name (Print)

Department

Department Head or Elected Official

Date