



**CITY OF WAUWATOSA**  
invites applications for the position of:

## **Assessment Technician**

---

**SALARY:** \$18.73 /Hour  
**OPENING DATE:** 04/20/17  
**CLOSING DATE:** 05/05/17 04:30 PM

### **POSITION OVERVIEW:**

The City of Wauwatosa is much more than an employer – it's a community. The City of Wauwatosa is a progressive, full-service municipal organization. Be a part of a team that strives to find new and better ways to improve our residents' experiences.

The Assessment Technician creates and maintains assessment records, performs technical assessment work and provides support services to the Assessor's Office staff.

### **ESSENTIAL FUNCTIONS:**

The following are normal for the position but shall not be construed as exclusive or inclusive. Other related duties may be required and assigned.

- Proofreads and checks mathematical computations on personal property statements, posts recorded deeds, building permit data and sales information.
- Assists in valuation process.
- Processes payments of bills, orders supplies and equipment.
- Provides general clerical assistance such as typing, mail merging documents, filing, distributing mail and answers phones.
- Provides information to realtors, title companies, appraisers, City employees and the general public.
- Perform field inspections of property(s) as necessary.

### **Other Job Functions**

Other various clerical duties as assigned.

### **MINIMUM REQUIREMENTS:**

#### **Minimum Requirements**

- High School Diploma or equivalent
- Certification by the State of WI Department of Revenue as an Assessment Technician within six months of hire.
- Valid WI Driver's License.
- Proficiency in Microsoft Office products including Word and Excel; ability to operate a variety of office equipment; proficiency in data entry.
- Ability to perform math calculations accurately.
- Ability to comprehend a variety of documents such as deed, surveys, cadastral maps, real estate transfer returns, personal property statements, budgets and building permits.
- Ability to interpret Wisconsin State Statutes, Wisconsin Property Assessment Manual (WPAM) and other manuals.

#### **Preferred Requirements**

- Two to three years of related assessment or real estate experience.
- Certification by the State of WI Department of Revenue as an Assessment Technician is preferred at time of hire.
- Working knowledge of CAMA (computer assisted mass appraisal)

The City of Wauwatosa reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

### **Leadership Competencies**

We hire people with strong technical skills and who embrace change and who are ready to help make Wauwatosa a better, stronger community. All of our employees are leaders. We place as much emphasis on leadership as technical skills. The following leadership competencies have been identified as essential qualities for success in this position:

1. Dedication to Service and Customer Focus
2. Enthusiasm and Positive Attitude
3. Team Player
4. Communication and Interpersonal Skills
5. Adaptable and Flexible

### **ADDITIONAL INFORMATION:**

Receives direction and supervision from the City Assessor.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.wauwatosa.net>

Position #201200215  
ASSESSMENT TECHNICIAN  
BM

7725 W North Avenue  
Wauwatosa, WI 53213  
(414) 479-8955

---

### **Assessment Technician Supplemental Questionnaire**

- \* 1. Have you received a High School Diploma or GED?  
 Yes  
 No
- \* 2. Do you possess a valid Wisconsin Driver's License  
 Yes  
 No
- \* 3. Are you currently certified by the State of WI Department of Revenue as an Assessment Technician?  
 Yes  
 No
- \* 4. Please rate your proficiency with Microsoft Word.  
 I have no experience with Microsoft Word  
 Beginner  
 Intermediate  
 Advanced
- \* 5. Please rate your proficiency with Microsoft Excel.

- I have no experience with Excel
- Beginner
- Intermediate
- Advanced

\* 6. Please rate your proficiency with Microsoft Access.

- I have no experience with Access.
- Beginner
- Intermediate
- Advanced

\* 7. Please rate your working knowledge of CAMA (computer assisted mass appraisal).

- I do not have experience with CAMA
- Beginner
- Intermediate
- Advanced

\* 8. How did you find out about this position?

- City of Wauwatosa website
- City of Wauwatosa employee
- Job Interest Card
- Website - Other
- Other
- MilwaukeeJobs.com
- WI Technical School Network
- WI Association of Assessing Officers
- Community organization

9. For the previous question, if you marked "City of Wauwatosa employee", "Website - Other" or "Other", please indicate your specific referral source.

\* 10. I understand that while I may attach a resume to my application, each section of the application needs to be completed in its entirety, including my employment history for the last 10 years. A resume may not be submitted in lieu of completing the application. I further understand that incomplete applications will not be considered.

- Yes
- No

\* Required Question