

Property Valuation Spclist 2

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Company: State of Montana

Location: Bozeman

Category: business-and-financial-operations

Job Overview:

This position resides in the of .The Property Valuation Specialist (PVS) coordinates and performs a range of specialized property appraisal and assessment support services to facilitate data research, verification, computation, and processing procedures; provides general office and program support services; researches and compiles general program information; ensures consistent messaging on policies, procedures, and statutes; and coordinates with other program staff and managers as necessary to respond to unusual or specialized requests. The PVS provides customer service, including property owners visiting the PAD office, phone calls or other electronic communications. The PVS provides open communications and direct support to local government staff. The position reports to an area manager and does not directly supervise other staff.

The successful candidate will work out of the Bozeman field office but may be required to travel up to 50% of the time and work in all 9 counties within Region 4, depending on workload demands. (Region 4 counties include Silver Bow, Beaverhead, Gallatin, Madison, Powell, Deer Lodge, Granite, Park and Jefferson.)

Mathematics

Customer service standards

Property valuation techniques

Mapping and geographic information systems (GIS)

Research and analysis

Accuracy and attention to detail

Conflict resolution

Commonly used office and spreadsheet computer applications

Written, verbal, and interpersonal communication

You would be a great fit for this position if you have:

Self-motivation

Follow instructions

Provide timely customer service

Multitask and prioritize work under deadlines

To be considered for any DOR position, applicants must complete and submit their application online, and upload any required documents. DOR is an equal opportunity employer. Women, minorities, and people with disabilities are encouraged to apply.

***This is an incomplete list of job duties.

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