

Idaho County Assessor and Treasurer's Office is looking to hire a 'Data Processor

Position Summary

The Data Processor is responsible for processing and maintaining property assessment and taxation data throughout its lifecycle. This position ensures accurate and timely transfer of information between the Assessor's Office, Treasurer's Office, Appraisers, Auditor, taxing districts, and the Idaho State Tax Commission. The Data Processor maintains the county's AS400 database, performs daily balancing and quality control, generates reports, and supports county-wide printing and data management operations.

Essential Duties and Responsibilities

- Process and maintain property records within the county AS400 database.
- Enter and update assessment data received from appraisers and assessment staff.
- Process property ownership transfers.
- Complete address changes for property records.
- Process parcel splits, combinations, and boundary adjustments.
- Perform data entry and assist appraisers with pencil work as needed.
- Maintain the accuracy and integrity of assessment and ownership records.
- Perform daily balancing of parcel values by running verification reports and investigating discrepancies.
- Notify appropriate departments when balancing issues or data inconsistencies are identified.
- Generate and maintain the daily audit trail, ensuring records are properly tracked and archived.
- Create, review, and distribute reports to county departments, taxing districts, customers, and the State of Idaho.
- Print and distribute official county documents, including:
 - Tax Bills
 - Tax Reminders
 - Assessment Notices
 - Summary Sheets

- Corrected and replacement documents
- Troubleshoot and resolve issues involving the AS400 database, printers, labels, and related equipment.
- Replace, back up, and secure AS400 backup tapes according to county procedures.
- Transport backup tapes and county deposits to and from the designated bank vault.
- Monitor office supply inventory and order supplies as needed.
- Run, review, and verify required daily system reports.
- Assist the Lead Data Processor with annual and recurring processing tasks and departmental checklists.
- Work collaboratively with the Assessor, Treasurer, Auditor, Appraisers, taxing districts, and the Idaho State Tax Commission to ensure accurate assessment and tax records.

Knowledge, Skills, and Abilities

- Knowledge of property assessment and taxation processes.
- Ability to accurately enter, maintain, and verify large volumes of data.
- Strong attention to detail and commitment to data accuracy.
- Ability to identify, investigate, and resolve discrepancies.
- Knowledge of database management, preferably AS400 systems.
- Ability to generate reports and interpret data.
- Basic troubleshooting skills for computer systems, printers, and related equipment.
- Strong organizational and time management skills.
- Ability to prioritize multiple tasks and meet deadlines.
- Effective communication and teamwork skills when working with multiple county departments and outside agencies.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Working Relationships

This position works closely with other offices.