



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
 01/01/2005;01/01/06;01/01/07

JOB TITLE: Adjudicated Property Analyst

DEPARTMENT: Public Works

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE: \$12.85 - \$19.34 /hour

LEVEL: 15

Position is responsible for tasks related to the Sale or Donation of Adjudicated Property Program.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be assigned.)

- Administers the adjudicated property program. Schedules bidding sessions and records all bidding transactions (i.e. questions and bids).
- Generates all applications and letters, collects and sends all fees to Finance Department, input all information to program database and maintains files. Performs computer checks on assessor's website for property qualification, run property titles and check for redemptions at the courthouse. Place advertisements and prepare ordinances for sale or donation.
- Effectively deals with the employees and citizens. Assists citizens with determining if property is adjudicated and directing them to the proper agency depending on their needs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.

- High School Diploma or GED equivalent is required. An associate degree in Secretarial Science, Office Management, or related field is preferred.
- The ability to function at an intermediate level of computer proficiency (email, internet, word processing, spreadsheet and presentation and database applications.)
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

PHYSICAL DEMANDS

The physical demands described here 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. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.