



POSITION TITLE: REAL ESTATE RECORDS COORDINATOR
CLASS DESCRIPTION, 2026
POSITION NUMBER:
STATUS: NON-EXEMPT
JOB FAMILY:

GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of the position is to read and interpret all documents recorded in the Clerk's office that will change the ownership of assessment of real property. This position is responsible for maintaining all the transfer and ownership information in the Proval Computer Assisted Mass Appraisal System. Employees in this position perform specialized clerical work. Position is responsible for inputting information and updating computer and land cards; transferring property; verifying the accuracy of data entered, maintaining a variety of lists, reports, and records, and communicating issues. The omission of specific duties does not preclude supervisor from assigning duties that are logically related to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.

EXAMPLES OF ESSENTIAL FUNCTIONS

Read and interpret all documents recorded in Land and Will records.

Read and interpret surveys recorded with deeds and input all deed and information.

Transfer land records into new owner's name; Maintain files of address changes for new owners; Input appropriate coding with transfers.

Identify partial transfers and compile data for partial transfers to be added on computer system and tax maps; compile information for assessment ratio studies; compile copies of surveys to be reviewed; compile lists of recorded documents that affect assessments.

Research tax maps, surveys and aerial photos concerning boundary lines; assist with partials and mapping.

Utilizes and adapts a variety of software to specific data collection and analysis tasks; works with our IT Department to install program updates and resolve questions or problems.

Answers the telephone and assists the public with problems and questions, including providing land use and assessment information; faxes copies of land cards and tax maps when needed.

Advises and assists co-workers with ownership and mapping questions; transfer information to Tax, GIS, Deputy Assessor, and Land Use and Assessment Coordinator to make necessary changes.

Works with law offices regarding deed problems.

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

MARGINAL FUNCTIONS

Responds to inquiries via phone, fax or email; makes copies, faxes documents.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

The County of Accomack is committed to a diverse and inclusive workplace

High school diploma or GED; supplemented by vocational/technical training in real estate, paralegal, and business; supplemented by two (2) to four (4) years previous experience and/or training that includes real estate, market analysis or real estate law; or an equivalent combination of education, training, and experience. Microsoft Office Suite proficiency.

PREFERRED TRAINING AND EXPERIENCE

Associate’s degree or higher in business, or related field; supplemented by vocational/technical training and/or three (3) to five (5) years previous experience that includes market analysis, real estate, real estate law, ethics and business; or an equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to accurately read and interpret materials given by the appraisers such as documents, charts, maps, and blueprints.
- Ability to use mathematical functions accurately.
- Ability to communicate with the community, co-workers, and employees of other agencies in a professional and clear manner by way of verbal and written communication.
- Ability to organize and prioritize work to meet deadlines.
- Ability to maintain and accurately file documents in both paper and electronic formats.
- Knowledge of the County of Accomack’s personnel manual, rules and regulations, and tax laws and regulations.
- Knowledge of rules, tax laws, and regulations set forth by the County, State, and Federal governments.
- Knowledge of Microsoft Office, Word, Excel and Outlook.
- Knowledge of a Computer Assisted Mass Appraisal (CAMA) system.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license. Satisfactory completion of a background check, DMV records check and drug screening prior to employment. Annual DMV records check thereafter.

PHYSICAL DEMANDS

Physical Strength for this position is indicated below with an “X”

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demands for this position are indicated below:

C	F	O	R	N	D	W	M	S	N/A
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.	Daily	Several Times Per Week	Several Times Per Month	Seasonally	Not Applicable

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making Presentations, Communicating with co-workers
Sitting	C	Desk work, Meetings
Walking	O	To other departments/offices/office equipment
Lifting	R	Supplies, Equipment
Carrying	R	Supplies, Equipment
Pushing/Pulling	R	Equipment, Tables and Chairs
Reaching	R	For supplies, equipment
Fine Dexterity	C	Computer Keyboard, Telephone pad, Mobile Device pad
Kneeling	O	Filing in lower drawers, Retrieving items from lower shelves/ground
Crouching	N	
Crawling	N	
Bending	O	Filing in lower drawers, Retrieving items from lower shelves/ground
Twisting	R	
Climbing	N	
Balancing	R	
Vision	C	Reading, Computer screen, Driving
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/headset, to co-workers/public
Foot Controls	N	Driving
Other (specified if applicable)	N/A	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, & HARDWARE:

PC, Printers, Scanners, Microsoft Office Suite, Outlook (email), Adobe Acrobat, Internet Browsers, Digital Camera, Mobile Devices, Tablet/Ipad.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never	D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N/A Not Applicable
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other	N/A

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	O
Wetness/Humidity	N
Physical Hazards	N

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs	N/A Not Applicable
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	N
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O

Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	N/A
Noisy/Distracting Environment	O
Other	N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Supervisor's Signature

Date

Date

Accomack County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Accomack County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.