

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: FARMLAND ASSESSMENT ANALYST
CLASS CODE: 3499

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 10/06/2011
DEPARTMENT: ASSESSOR

JOB SUMMARY

Under general direction of the Appraisal Auditor, performs technical and analytical work in processing and maintaining Farmland Assessment Act documentation and rollbacks. Conducts field reviews to validate compliance.

ESSENTIAL DUTIES

Accepts and processes Farmland Assessment Act (FAA) applications and re-certifications; verifies information presented to document agricultural use; creates and/or updates electronic and hard copy records to document status.

Prepares information for local and state hearings; provides documentation to Attorney's Office as needed; represents Assessor's Office at Board of Equalization proceedings.

Performs calculations to establish production requirements based on land classifications and acreage; calculates acreage for land classification, homesite values, and FAA land values; enters information into database.

Evaluates aerial photography to confirm agricultural production and building locations and conducts onsite evaluations to determine compliance with FAA use requirements; takes photos of land and enters field review information and photos into database.

Calculates rollback taxes for property owners, title insurance agents, real estate agents, appraisers, and various government entities.

Researches various topics and events such as city planning meeting minutes, current water rights, business licenses, etc. to determine FAA compliance.

Verifies maps, records, and taxing descriptions for accuracy within the County records system to ensure assessments are based upon correct information; troubleshoots inconsistencies between GIS, CAMA, and Mainframe data.

Reviews information submitted by taxpayers, title insurance agents, and associated professionals for validity.

Receives, directs, and resolves questions and complaints; provides detailed and technical information to taxpayers, industry professionals, and associated County departments.

Collaborates and coordinates with other County departments, city planning and development officials and other government entities on issues such as legal descriptions, segregations, plat and road dedications, record withdrawals and applications, and rollback acreage, accounts, and payments.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: assessment practices, appraisal processes/techniques, current regulations, property tax codes, and other standards and laws relevant to work performed; various agricultural productions and practices such as livestock management, crop production, irrigation and water rights etc; soil classifications and services associated with farm agency programs.

Skill in: using various computer applications including word processing, data entry, and spreadsheets; proper grammar, spelling, and punctuation; reading property descriptions and locating property.

Ability to: maintain cooperative working relationships with those interacted with during the course of work activities; communicate effectively orally and in writing; distill relevant and useful elements from vast amounts of information; process complicated tasks with attention to detail; extract pertinent information from confidential documents.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color and patterns.

Occasionally: lifts otherwise moves objects weighing up to 30 lbs; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is regularly performed in an environmentally controlled room, but field checks are performed periodically and may require periods of exposure to hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work.

EDUCATION AND EXPERIENCE

Associate's degree in agriculture and two (2) years of experience related to title searching, real property, green belt, or appraising. Equivalent combinations of education and experience that include a sufficient agricultural background may also be considered.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must successfully complete the Farmland Assessment Act course through the Utah State Tax Commission within 24 months in this classification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.