UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ASSESSMENT TECHNICIAN I/II/III
CLASS CODE: I - 6552 II - 6551 III - 6550

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: ASSESSOR

JOB SUMMARY
Performs a variety of clerical support duties as needed to expedite customer service, data entry, and record keeping responsibilities of the department with specific assignments in the area of real or personal property.

CLASS CHARACTERISTICS
Assessment Technician I: Works under close to general supervision in performing duties at the entry or training level or in performing routine tasks that are less complex or detailed than those performed at the full performance level.
Assessment Technician II: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.
Assessment Technician III: Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL DUTIES
Assessment Technician I:
Types letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required; prepares correspondence and recurring reports for supervisor's signature or approval.

Performs data input and general records maintenance relating to office functions.

Receives and screens office visitors and phone calls; provides general information to employees and visitors; assists visitors in accurately completing forms and applications; receives, directs, and resolves citizen complaints.

Processes, sorts, and distributes incoming and outgoing mail.

Scans images and documents to store, modify, and retrieve by computer; copies documents.

Maintains organizational files and records; maintains control files of matters in progress and follows up to ensure progression and completion of actions.

Performs basic bookkeeping activities; prepares and issues certificates or receipts for funds collected.

Coordinates some office functions with other County departments.

Assessment Technician II (In addition to duties described above):
Processes office actions requiring technical knowledge and several steps for completion; organizes and independently performs project work.

Reviews building permits to locate properties to add to assessment rolls; identifies Recorder serial numbers to locate property parcel; creates or updates computer record; organizes and files permits according to geographic regions; organizes files for field assessments; receives results of field appraisals and extracts form notes for entry into appraisal records; completes data entry of appraisal detail; runs computer reports to identify completed appraisals, matches and merges permits with appraisal records.

Performs general technical duties related to the management of greenbelt properties; monitors changes in ownership; reviews greenbelt applications and acts as notary for greenbelt documents; performs analysis of greenbelt properties to determine methods of minimizing taxpayer liability and assessments; monitors properties in county NXView System to insure accuracy of information; may assist in property imagining to update GIS system and records.

Researches various sources of information to identify current operating businesses within the county.

Assists visitors and callers by providing technical information and directing them in correct processes; responds to general questions related to personal and real property taxes; performs research of customer accounts.

Assessment Technician III (In addition to duties described above):
Performs various functions related to the accounting and collection of personal property taxes; maintains strict confidentiality of information on personal property statements, documents, and accounts; calculates valuations based on schedules or other appropriate methods and reviews for errors, duplications, discrepancies, or miscalculations; researches and responds to customer requests pertaining to confidential personal property information; sends replacement documents upon request; performs analysis to determine sufficient secured value for attaching personal property tax to real property accounts including the valuation of manufactured housing for both real and personal property.

Performs various lead worker functions within an assigned area; may train new hires; assists in monitoring and communicating work schedules and assignments.

Performs routine oversight and quality control of general office functions such as data entry, record keeping, and report generation.

Coordinates activities with businesses, other governmental entities, or citizens.

KNOWLEDGE, SKILLS, AND ABILITIES

Assessment Technician I:
Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.
Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.
Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information; multi-task.

Assessment Technician II (In addition to the knowledge, skills, and abilities described above):
Skill in: Using various software programs unique to the Assessor's Office and/or Utah County.
Ability to: Understand broad objectives and follow general instructions.

Assessment Technician III (In addition to the knowledge, skills, and abilities described above):
Considerable Knowledge of: Assessor Department policies and procedures and laws, codes, and regulations relevant to work performed.
Skill in: Basic bookkeeping.
Ability to: Train and lead others.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.
Occasionally: Lifts or otherwise moves objects weighing up to 25 pounds.

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

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

Assessment Technician I: High school diploma or equivalent and one (1) year of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Assessment Technician II: High school diploma or equivalent and three (3) years of general clerical support work experience. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Assessment Technician III: High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 40 WPM net.

Selected applicants may be subject to a background check.

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.

CERTIFICATION

All incumbents must be bondable.
Assessment Technician III (In addition to the certification(s) listed above):
Applicants must have completed and passed Utah State Tax Commission Course A, B, and G.