



Administrative Associate - Assessor

Job Description

Department: Assessor
Position: Career Service
Grade: 719
Supervisory: No
Reports to: County Assessor

Summary

Under general guidance and direction of the County Assessor, provides administrative and financial support for the Assessor's office. Assists with budget preparation, expenditure tracking, purchasing, and travel reconciliation. Manages office supplies and equipment, tracks staff licensing, and assists with employee onboarding and separation processes.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assist in creating the department budget, gather documentation, prepare estimates and submit to County Auditor as required.
2. Monitor approved budget; track expenditures and coordinate disbursement of funds, as authorized; recommend and implement budget adjustments.
3. Submit purchase orders and requests in accordance with County and department policies and budget constraints.
4. Order supplies and equipment for office and monitor order through delivery; conduct pricing and other research on specialized equipment or irregular purchases.
5. Track equipment assigned to employees; monitor cell phone and wireless accounts; receive and pay regular billings for services; order new and replacement cell phones and air cards.
6. Submit travel preapproval documentation and compile and reconcile travel receipts.
7. Ensure mandated licensing requirements are maintained; track and schedule appraiser training with department head approval; track license renewals.
8. Assist with employee onboarding and termination processes, including preparing new hire paperwork and ensuring office equipment is supplied.
9. Assist as a department timekeeper; verify hours worked and mileage submitted for bi-weekly payroll; utilize the County's time entry system to ensure proper reporting of work time; coordinate changes and corrections with department employees and the Office of Human Resources.
10. Develop and maintain documents and spreadsheets to manage office processes.

For Office Use Only

Job Code: 6541
Job Title: Administrative Associate - Assessor
FLSA: Non-Exempt
Effective Date: 10/2/2026
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

11. Oversee and participate in special projects as assigned.
12. Represent the County Assessor's office to the public, including responding to concerns of property owners.

Knowledge, Skills, and Abilities

- Knowledge of basic budgeting, accounting, purchasing, and financial recordkeeping principles
- Knowledge of standard office administration practices, including inventory and equipment tracking, travel documentation, and records management
- General knowledge of human resources procedures related to employee onboarding and separation
- Knowledge of applicable State statutes, County policies and procedures
- Skilled in public-facing communication, including providing excellent customer service and de-escalating difficult conversations
- Skilled in preparing and maintaining financial and administrative records
- Skilled in monitoring budgets, tracking expenditures, reconciling receipts, and identifying discrepancies
- Skilled in purchasing, processing documentation, and maintaining accurate records
- Skilled in using computers, spreadsheets, financial systems, and standard office software and equipment
- Skilled in organizing information, managing multiple assignments, and meeting deadlines
- Skilled in effective interpersonal communication both verbally and in writing
- Ability to assist in preparing and monitoring departmental budgets
- Ability to interpret and follow County policies, procedures, and budget requirements
- Ability to maintain accurate financial, purchasing, travel, equipment, licensing, and personnel records
- Ability to work independently, prioritize responsibilities, and maintain attention to detail
- Ability to learn and adapt to new software programs and databases
- Ability to maintain confidential records and reports related to personal and real property
- Ability to receive and follow instructions
- Ability to develop and maintain cooperative working relationships with those contacted during the course of work activities

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as laptops, computers, phones, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations including contact with the public in uncomfortable,

For Office Use Only

Job Code: 6541
Job Title: Administrative Associate - Assessor
FLSA: Non-Exempt
Effective Date: 10/2/2026
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

confrontational, and emotionally charged circumstances. The noise level in the environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and listen. Specific vision abilities of this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. The expected hours are 8:00 am to 5:00 pm, Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of complex clerical or administrative support experience, including two (2) years directly related to the duties described above.

Preferred Education and Experience

1. Preference may be given to applicants with an associate degree or higher.
2. Preference may be given to applicants with work experience in property assessing or a related government appraisal environment.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

For Office Use Only

Job Code: 6541

Job Title: Administrative Associate - Assessor

FLSA: Non-Exempt

Effective Date: 10/2/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status, or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 6541

Job Title: Administrative Associate - Assessor

FLSA: Non-Exempt

Effective Date: 10/2/2026

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor