

# 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, performs routine and complex administrative support work pertaining to financial tracking, accounting, purchasing, and record keeping functions. Prepares correspondence, receives visitors, arranges conference calls, and schedules meetings and travel.

### Essential Functions

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

1. Assist with the preparation of the annual budget package; gather documentation, prepare estimates, etc.
2. Monitor approved budget; track expenditures and coordinate disbursement of funds, as authorized; recommend and implement budget adjustments.
3. Submit purchase requests in accordance with budgeting constraints and County and department policies and procedures.
4. Order supplies and equipment for office and monitor order through delivery; conduct pricing and other research on specialized equipment or irregular purchases.
5. Function as 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, as needed.
6. Ensure mandated licensing requirements are maintained; track and schedule appraiser training and license renewals, as needed; create and maintain related files, documenting licensing and continuing education status.
7. Track equipment assigned to employees.
8. Ensure completion and submission of performance appraisals to the Human Resources Department.
9. Monitor cell phone and wireless accounts; receive and pay regular billings for services; identify and track personal calls; order new and replacement cell phones and air cards.

### For Office Use Only

Job Code: 6541  
Job Title: Administrative Associate – Assessor  
FLSA: Non-Exempt  
Effective Date: 12/8/2023  
Public Safety: No

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

10. Submit travel preapproval documents for the offices; compile and reconcile travel receipts.
11. Create and maintain a variety of documents and spreadsheets, as assigned.
12. Oversee and participate in special projects, as assigned; provide leadership and training.
13. Represent the Assessor's Office at various meetings, as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of Utah County Human Resources Rules and Regulations
- Knowledge of County Policies and Procedures
- Knowledge of department structure, functions, and policies and procedures
- Knowledge of budget development and administration
- Knowledge of general and fund accounting
- Knowledge of general functions of county government
- Skilled in reading, writing, and basic accounting
- Skilled in proper grammar, spelling, and punctuation
- Skilled in operating standard office equipment
- Skilled in using software applications such as Microsoft Office, including the creation of documents and spreadsheets
- Skilled in creation and maintenance of record keeping and filing systems, including electronic records
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to learn new software programs and databases
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate.

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### **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 hear. Specific vision abilities by this job include close vision and the ability to adjust focus. The employee is required to type, file, and lift supplies and objects 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. Expected work hours are 8 am to 5 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 work experience, including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants with an associate degree or higher.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

### **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.

### **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.

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**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 \_\_\_\_\_

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