



# 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 administrative work pertaining to financial tracking, accounting, purchasing, and record keeping functions. Prepares correspondence, receives visitors, arranges interviews and schedules meetings and travel.

### 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: 4/3/2026  
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; respond to inquiries and concerns from property owners.

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

- Knowledge of assessment and appraisal practices, processes, and techniques, including principles and methods of real property valuation
- Knowledge of Utah tax code
- Knowledge of applicable State, County, and department functions, policies, and procedures
- Knowledge of department structure, functions, and policies and procedures
- Knowledge of budget development and administration procedures
- Knowledge of basic bookkeeping and accounting principles
- Skilled in using computer-aided mass appraisal systems and related tools
- Skilled in using software applications, such as Microsoft office, and other tools for creating documents, spreadsheets, and data analysis
- Skilled in effective interpersonal communication both verbally in writing
- Skilled in operating standard office equipment
- Skilled in creating and maintaining accurate records and filing systems, both physical and electronic
- Skilled in customer service and conflict resolution
- Ability to prioritize and coordinate multiple tasks efficiently while managing deadlines and interruptions
- Ability to maintain attention to detail and process complex tasks accurately
- 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 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, 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.

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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 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 experience of complex clerical or administrative support work 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 assessing.

**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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