# Assessment Distribution Processor

**Job Description**

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| Department: | Assessor |
| Position: | Career Service |
| Grade: | 723 |
| Supervisory: | No |
| Reports to: | General Manager - Assessor |

**Summary**

Under general guidance and direction of the General Manager – Assessor, performs technical property assessment and parcel maintenance work, including processing parcel splits, combinations, annexations, and other property record changes. Researches and resolves discrepancies involving parcel data, legal descriptions, maps, and improvements to ensure accurate property records. Maintains accurate information in Computer-Assisted Mass Appraisal (CAMA) and assessment administration systems.

**Essential Functions**

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

1. Process parcel boundary changes, including the creation of splits and combinations, based on recorded deeds, surveys, and other legal documents.
2. Process changes to property attributions, including the reallocation of improvements between parcels and updates to taxing district assignments.
3. Ensure all parcel attributes including the activation and inactivation of parcels are accurately entered and updated in the CAMA and assessment administration systems.
4. Analyze annexation plats to accurately identify and update parent and child parcels to ensure a clear property lineage.
5. Investigate and reconcile discrepancies between property records, legal descriptions and maps; perform detailed research to ensure complete accuracy.
6. Collaborate with the County Recorder's office and other departments to resolve inconsistencies, correct records, and ensure data alignment.
7. Track changes to special district parcels, such as Military Installation Development Authority (MIDA) parcels, to verify the accuracy of base and current year assessed values for proper tax administration.
8. Utilize specialized software, including Geographic Information Systems (GIS) and aerial imagery, to visualize parcel boundaries, verify property data, and support assessment analysis, as needed.
9. Audit property records to confirm that all improvements, including buildings and structures, are correctly assigned and valued on the corresponding land parcel.

For Office Use Only

Job Code: 3504
Job Title: Assessment Distribution Processor
FLSA: Non-Exempt
Effective Date: 11/4/2026
Public Safety: No

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

10. Serve as a point of contact for the public, providing clear and courteous assistance to property owners, title companies, and real estate professionals.
11. Respond to inquiries and concerns from property owners regarding parcel data and assessment records with accuracy, professionalism, and timeliness.

**Knowledge, Skills, and Abilities**

- Knowledge of real property records, legal descriptions, plats, parcel splits, combinations and annexations
- Knowledge of Computer-Assisted Mass Appraisal (CAMA) and assessment administration systems
- Knowledge of property ownership and Recorder's Office records and processes
- Knowledge of taxing districts and property assessment records
- Knowledge of basic principles and terminology related to real estate and property appraisal
- Knowledge of geographic information systems (GIS)
- Knowledge of mathematical and statistical calculations
- 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 statues, County policies and procedures
- Skilled in researching, reviewing, and reconciling property and parcel information
- Skilled in using formulas and tables for use in cost valuations, including competently utilizing the Marshall & Swift valuation manual
- Skilled in calculating and categorizing improvement square footage
- Skilled in reading plats, blueprints, and legal descriptions
- Skilled in organizing and tracking detailed property information
- Skilled in comparing property characteristics and digital imagery for accuracy and locating property based on descriptions
- Skilled in abstract searches and technical evaluations
- 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 and written communication
- Ability to analyze information from multiple sources and resolve inconsistencies
- Ability to work independently while coordinating effectively with other County offices and staff
- Ability to learn and adapt to new software programs and databases
- 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 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.

**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.

**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, however there may be availability to work out a flex schedule ahead of time with Department Head approval. 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. Associate's degree.
2. Three (3) years of experience related to title searching, real estate, property records or similar field.

**Preferred Education and Experience**

1. Preference may be given to applicants with work experience in assessing.

**Additional Eligibility Qualifications**

1. Selected applicants must obtain Associate Residential Appraiser designation with the Utah State Tax Commission within two (2) years in the position.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. 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.

**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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