



Assessment Technician II

Job Description

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

Summary

Under general guidance and direction of the assigned supervisor, performs clerical and support duties to expedite customer service, data entry, and record keeping responsibilities of the County Assessor's Office. May perform specific assignments in the area of real or personal property. Incumbents in this role have considerable knowledge of the policies, procedures, and laws affecting the work of the Assessor's Office.

Essential Functions

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

1. Type letters, statements, narrative and statistical reports, minutes, agendas, and other documents, as required; prepare correspondence and recurring reports for supervisor signature or approval.
2. Receive and screen public visitors and phone calls; provide technical information and instruction to accurately complete forms and applications; receive, direct, and resolve citizen complaints.
3. Research and respond to customer requests; issue replacement documents, as needed.
4. Scan images and documents to store, modify, and retrieve by computer; copy documents, as needed.
5. Create and maintain organizational files and records; maintain control files of matters in progress and follow up to ensure progression and completion of actions.
6. Perform basic bookkeeping activities; prepare and issue certificates or receipts for funds collected.
7. Perform functions related to the accounting and collection of personal property taxes; maintain strict confidentiality of information on personal property statements, documents, and accounts.
8. Calculate valuations based on schedules or other appropriate methods; review for errors, duplications, discrepancies, or miscalculations.
9. Perform analysis to determine if secured value is sufficient to attach personal property tax to real property accounts, including the valuation of manufactured housing for both real and personal property.

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Job Title: Assessment Technician II
FLSA: Non-Exempt
Effective Date: 10/13/2023
Public Safety: No

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

10. Create or update electronic Assessment record; identify recorder serial numbers to locate property parcel.
11. Receive and enter results of field appraisals; generate reports to match and merge permits with appraisal records.
12. Research sources of information to identify current operating businesses within the County.
13. Coordinate activities with businesses, other governmental entities, or citizens.
14. Organize and independently perform project work.
15. Train new hires and assist with monitoring and communicating work schedules and assignments, as needed.
16. Perform routine oversight and quality control of general office functions, such as data entry, record keeping, and report generation.
17. Perform duties of Assessment Technician I, as needed.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of Assessor's Office policies, procedures, laws, codes, and regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Skilled in basic bookkeeping
- Skilled in utilizing various software programs unique to the Assessor's Office and/or Utah County
- Ability to maintain cooperative working relationships with those contacted during work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task effectively
- Ability to type accurately and at an acceptable rate, based on job duties

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. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances and may expose the incumbent to contagious or infectious

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diseases. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

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. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. 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. Expected work hours are 8 am to 5 pm, however there may be availability to work out a flex schedule ahead of time that works for both the County and the employee, with advanced 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. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience, including two (2) years related to taxation, accounting, real estate, construction, or a similar profession.
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 in a related field.
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. Selected applicants must have completed and passed the Utah State Tax Commission Courses "Assessment Practice in Utah", "Development & Use of Personal Property Schedules", and a two-day Uniform Standards of Professional Appraisal Practices course within the first twelve

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(12) months in position. The time requirement may be adjusted based on the schedule of offered classes.

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.
3. Incumbent must be bondable.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level. Exceptions may be made based on the schedule of classes required for licensure or certification.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

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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