



Farmland Assessment Analyst

Job Description

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 and analytical work in processing and maintaining Farmland Assessment Act (FAA) documentation and rollbacks. Directs the FAA and Urban Farming (UF) programs. Conducts field reviews to validate compliance.

Essential Functions

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

1. Determine eligibility for FAA, Urban Farming (UF), and related certifications; assist FAA and UF applicants with the application process; process FAA and UF applications and recertifications; verify information presented to document agricultural use; create and/or update electronic and hard copy records to document status.
2. Prepare information for local and state FAA and UF hearings; provide documentation to Attorney's Office; represent Assessor's Office at Board of Equalization proceedings.
3. Perform calculations to establish production requirements based on land classifications, and acreage including Animal Unit Months (AUM); calculate acreage for land classification, homesite values, and FAA and UF land values; enter information into database.
4. Ensure compliance with FAA and UF requirements; evaluate aerial photography to confirm agricultural production and building locations; conduct onsite evaluations, as needed; maintain updated knowledge of law, regulations, and policies related to compliance.
5. Take photos of land and perform field reviews, enter information and photos into related databases.
6. Calculate rollback taxes for property owners, title insurance agents, real estate agents, appraisers, and various government entities; assess penalties, as needed.
7. Ensure property assessments are based on correct information; verify maps, records, and taxing descriptions for accuracy within the County records system; troubleshoot inconsistencies between geographic information systems (GIS), computer assisted mass appraisal (CAMA) systems, and Mainframe data.

For Office Use Only

Job Code: 3499
Job Title: Farmland Assessment Analyst
FLSA: Non-Exempt
Effective Date: 6/18/2024
Public Safety: No

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

8. Review information submitted by title insurance agents, associated professionals, and taxpayers, including tax returns, production records, lease agreements for validity.
9. Respond to questions and complaints from the general public and property owners regarding greenbelt status and assessments.
10. Provide detailed and technical information of FAA and UF to taxpayers, industry professionals, and associated County departments.
11. Assist with local and state Board of Equalization processes; review evidence provided by appellants; prepare evidence for and defend FAA and UF decisions and status.
12. Collaborate and coordinate with other County departments, city planning and development officials, and other government entities on issues such as legal descriptions, segregations, plat and road dedications, record withdrawals and applications, and rollback acreage, accounts, and payments.
13. Maintain updated knowledge of changing agricultural practices and methods and attend necessary training.

Knowledge, Skills, and Abilities

- Considerable knowledge of various agricultural productions and practices such as livestock management, crop production, irrigation, and water rights
- Knowledge of assessment practices and appraisal processes and techniques
- Knowledge of the Utah State Tax Code, current regulations, property tax codes, title law, appeals process, and other standards and laws relevant to work performed
- Knowledge of geographic information systems
- Knowledge of soil and land classifications associated with agricultural programs
- Knowledge of county government functions and Assessor's Office policies, procedures, laws, codes, and regulations relevant to work performed
- Skilled in using various computer applications including word processing, data entry, and spreadsheets
- Skilled in conducting research, abstract searches, and presenting findings
- Skilled in reading, writing and intermediate math
- Skilled in utilizing various software programs unique to the Assessor's Office and/or Utah County
- Ability to read property descriptions and locate property
- Ability to maintain cooperative working relationships and resolve conflicts and complaints with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to make decisions free from personal bias
- Ability to process complicated tasks with attention to detail
- Ability to maintain confidentiality
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions

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- Ability to compare digital imagery with property inventory data for validity
- Ability to work with minimal supervision

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

Work is regularly performed in an environmentally controlled room, but field checks are performed periodically and may require periods of exposure to hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work. 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.

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 sits at a desk or table and is regularly required to stand, talk, and hear. 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 is required to type, file and lift supplies up to thirty (30) 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 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. Bachelor's degree in Agriculture or a related field.
2. Two (2) years of experience related to title searching, real property, FAA, agricultural policy, or appraising.

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3. Equivalent combinations of education and experience that include sufficient agricultural background may also be considered.

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.
3. Incumbent must successfully complete the FAA course through the Utah State Tax Commission within twenty-four (24) months of this classification.

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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