



Parcel Processor

Job Description

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

Summary

Under general guidance and direction of General Manager – Assessor, performs essential work processes to categorize land records. Ensures accurate and up-to-date records of real property within the County. Coordinates and processes information related to property parcels. Performs essential work to determine valid land sales as mandated. Incumbents serving in this classification support the appraisers and maintain the integrity of property data.

Essential Functions

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

1. Determine, assign, and update neighborhood codes, tax districts, and land districts for all County parcels; review and edit classifications for accuracy.
2. Categorize various property types, including commercial, residential, and high density; research intended use of vacant land to determine property type.
3. Review and assign land attributes and property characteristics to new and existing parcels; apply influence codes and perform calculations to negative or positive characteristics, as needed.
4. Determine residential exemptions of new or existing properties; review and maintain lease agreements or related documentation; communicate certification needs of primary residences to property owners.
5. Identify commercial tax exemptions for properties by ownership or use; verify tax exempt forms for agencies with the Utah County Auditor's Office; notate tax exempt properties in multiple systems.
6. Ensure only valid land sales are included in calculations for the sales ratio study; review sales for unusual activity; compare selling prices to assessed values; clean data to exclude all but true market sales.
7. Maintain influence codes and changes to land equations in CAMA system; utilize geographic information systems and aerial imagery software, as needed.
8. Respond to questions and complaints from the general public and property owners regarding parcels.

For Office Use Only

Job Code: 3040
Job Title: Parcel Processor
FLSA: Non-Exempt
Effective Date: 1/24/2024
Public Safety: No

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

Knowledge, Skills, and Abilities

- Knowledge of assessment practices and land record information
- Knowledge of appraisal processes and techniques
- Knowledge of current regulations, property tax codes, and other standards and laws relevant to work performed
- Skilled in computer-assisted mass appraisal systems
- Skilled in using various computer applications including word processing and spreadsheets
- Skilled in using geographic information systems
- Skilled in using aerial imagery software
- Skilled in proper grammar, spelling, and punctuation usage
- Skilled in reading property descriptions and locating property
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to receive and follow instructions

Work Environment

Work is regularly performed in an environmentally controlled room, but field work may be performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work occasionally exposes 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.

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 typically sits at a desk and works for sustained periods maintaining concentrated attention to detail. The employee is regularly required to stand, talk, walk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is occasionally required to lift or otherwise move objects weighing 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.

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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 degree or higher.
2. Two (2) years of work experience in assessing.

Preferred Education and Experience

1. Preference may be given to applicants with Geographic Information Systems and/or database experience.

Additional Eligibility Qualifications

1. Applicants must possess a certification as a Licensed Residential Appraiser with the Utah State Department of Commerce.
2. Applicants must obtain designation as Ad Valorem Residential with the Utah State Tax Commission within two (2) years of employment.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. 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.

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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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