



Personal Property Processor

Job Description

Department: Assessor
Position: Career Service
Grade: 719
Supervisory: No
Reports to: Personal Property Supervisor

Summary

Under general guidance and direction of the Personal Property Supervisor, performs essential work related to personal property assessment. Receives and processes personal property filings, provides public assistance, and verifies compliance with all tax laws and regulations.

Essential Functions

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

1. Establish and maintain accurate assessment accounts, including personal property, lease, and common carrier.
2. Identify new and current operating businesses; research and update existing physical addresses and associated personal property records through business licenses, field work, and public resources.
3. Determine and update the appropriate tax districts and situs for all equipment.
4. Manage all required tax filings, including generating and mailing personal property statements and processing received filings, audits, and leased property information into the personal property assessment system.
5. Calculate final taxable value by assigning appropriate property codes, percent good rates, and resolving any discrepancies with assessed value.
6. Establish taxable value for personal property by applying Utah State Tax Commission (UTSC) methodologies; initiate personal property audits as necessary.
7. Determine and establish personal property taxable value for mobile homes, including the identification of residential exemptions.
8. Assist the public with required filings, including personal property statements, lease statements, or other affidavits.
9. Manage the personal property billing process by mailing bills and accurately computing and collecting payments, including interest and penalties for delinquencies.
10. Process payments and perform basic bookkeeping activities, including preparing and issuing receipts for all funds collected.

For Office Use Only

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Job Title: Personal Property Processor
FLSA: Non-Exempt
Effective Date: 10/30/2025
Public Safety: No

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

11. Defend established values in personal property appeals presented to the Commissioners.
12. Serve as a representative of the Assessor's office by responding to public concerns, receiving visitors, and answering phone calls regarding personal property accounts and values.
13. Manage physical and electronic document flow by sorting mail, preparing necessary correspondence, and scanning and archiving images and documents for storage and retrieval.

Knowledge, Skills, and Abilities

- Knowledge of Uniform Standards of Professional Appraisal Practice (USPAP) guidelines related to assessment
- Knowledge of mathematical, financial, and statistical calculations
- Knowledge of assessment and appraisal practices, processes, and techniques, including principles and methods of real property valuation
- Knowledge of Utah State Tax Code
- Knowledge of applicable State statutes, County policies and procedures
- 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 and in writing, including proficiency in technical writing
- 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 maintain effective working relationships with colleagues, supervisors, citizens, and external contacts by demonstrating professional communication, collaboration, and respect in all work-related interactions
- Ability to receive and follow instructions

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 thirty (30) pounds. The employee occasionally drives a motor vehicle to perform their essential job functions.

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. Three (3) years of work experience related to taxation, accounting, real estate, or a similar profession.

Preferred Education and Experience

1. Preference may be given to applicants with Associate's degree or higher.
2. Preference may be given to applicants with work experience in assessing.

Additional Eligibility Qualifications

1. Applicants must obtain designation as Ad Valorem Personal Property with the Utah State Tax Commission within two (2) years of employment.
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.

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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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