



Personal Property Supervisor

Job Description

Department: Assessor
Position: Career Service
Grade: 724
Supervisory: Supervisor
Reports to: Chief Deputy – County Assessor

Summary

Under general guidance and direction of the Chief Deputy – County Assessor, performs and supervises technical clerical work associated with identifying persons and businesses with personal property. Assesses ad valorem taxes on personal property.

Essential Functions

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

1. Supervise, plan, and coordinate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; identify and resolve personnel concerns; evaluate performance and conduct performance appraisals.
2. Provide input for staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
3. Provide customer service to taxpayers in person and on the telephone; answer questions regarding personal property taxes, including how equipment is classified, how it depreciates, how taxes are calculated, and the tax amount due; provide information about motor vehicle assessments, fees, and registration, as needed.
4. Create and maintain personal property, lease, and common carrier accounts; research business licenses, advertisements, lessor/lessee accounts, building permits, field information, and personal contacts to identify new businesses and associated personal property.
5. Assign tax districts based on the situs of equipment or motor vehicles.
6. Research new addresses for existing businesses that have moved, closed, or been sold; update ownership addresses and taxing district information.
7. Assist the public with filing signed statements of personal property, lease statements, or other affidavits; audit and input data provided, ensuring correct property codes, percent good rates, calculations, and quantities; document discrepancies between what has been filed and the assessed value of the property.
8. Adjust penalties, fees, interest, and taxes; process refunds and corrections, as authorized by the Utah County Commission or by audit.

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Class Title: Personal Property Supervisor
FLSA: Non-Exempt
Effective Date: 10/13/2023
Public Safety: No

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

9. Serve as a liaison between the taxpayer and the Utah State Tax Commission; track accounts through the audit process and update accounts with audit results; provide information, as needed.
10. Ensure continuity of processes and proper functioning of systems; provide system process and functionality feedback with recommendations for program changes and integration.
11. Coordinate the preparation and mailing of tax and/or other specialized documents.

Knowledge, Skills, and Abilities

- Knowledge of basic bookkeeping and accounting
- Knowledge of laws and codes relevant to personal property taxation
- Knowledge of Utah County Personnel Rules and Regulations
- Knowledge of department policy and procedure
- Skilled in word processing, data entry, spreadsheets, and various computer programs
- Skilled in operating a 10-key by touch
- Skilled in supervisory techniques
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to follow general instructions
- Ability to distill pertinent data from vast amounts of information
- Ability to train and lead others while maintaining own workload
- Ability to coordinate multiple activities

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. 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. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances.

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.

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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 office 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. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. 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.
2. Three (3) years of work experience directly related to the duties described above.
3. Equivalent combinations of college education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.
2. Preference may be given to applicants with lead or supervisory experience.

Additional Eligibility Qualifications

1. Incumbent must be bondable.
2. Selected applicants must obtain Ad Valorem Personal Property Auditor/Appraiser designation with the Utah State Tax Commission within eighteen (18) months of hire date.
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.

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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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