



Property Tax Associate II

Job Description

Department: Treasurer
Position: Career Service
Grade: 717
Supervisory: No
Reports to: Property Collections Supervisor

Summary

Under general guidance and direction of the Property Collections Supervisor, assists the public with payments of both real and personal property taxes. Reconciles funds received with property tax receipt records. Updates and maintains accurate records related to tax collections. Provides first-contact customer service and performs clerical and office support duties to expedite day-to-day operations of the Utah County Treasurer's Office. Incumbents perform work of considerable difficulty, requiring some independent judgment.

Essential Functions

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

1. Perform cashier functions related to property taxes; collect and process payments.
2. Receive and receipt transmittal of monies from other County departments for deposit.
3. Issue receipts, notices, and related certificates; assist with preparation and mailing of tax notices.
4. Calculate fees due based on schedules, property values, legal documents, or other appropriate methods, as directed.
5. Reconcile funds received with property tax receipt records; run tapes on checks and cash; maintain appropriate spreadsheets; post receipts as appropriate; prepare and balance deposits.
6. Assist with issuing refunds and other documents to entities and individuals, as needed.
7. Perform general office clerical duties; respond to calls and walk-in visitors from the public; assist with researching problems and updating mailing addresses, as needed.
8. Process bankruptcy and mortgage payments.
9. Research and refund property tax overpayments.
10. Assist with personal property tax past due collections.

Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation

For Office Use Only

Job Code: 6588

Job Title: Property Tax Associate II

FLSA: Non-Exempt

Effective Date: 11/14/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Knowledge of Treasurer’s Office policies, procedures, laws, codes, and regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in basic accounting/bookkeeping
- Skilled in operating standard office equipment
- Skilled in operating a 10-key by touch and cash register
- Skilled in word processing, data entry, and basic spreadsheets
- Ability to learn various software programs unique to the Treasurer’s Office and Utah County
- 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 understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has no direct supervisory responsibility but may 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. Work requires frequent contact with the public, which may expose employee to contagious or infectious diseases and to individuals who may be angry, agitated, or otherwise upset. 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. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this position include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds.

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.

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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. High school diploma or equivalent.
2. Three (3) years of clerical work experience, including experience with collecting and balancing funds and/or basic bookkeeping or accounting.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with additional related experience.
2. Preference may be given to applicants with an associate degree.
3. 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. Incumbent must be bondable.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Selected applicants will be required to take and pass a numeric data entry test administered by the Human Resource Office.

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.
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.

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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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