



Tax Administration Analyst

Job Description

Department: Auditor
Position: Career Service
Grade: 726
Supervisory: No
Reports to: Chief Deputy – County Auditor

Summary

Under general direction and guidance of the Chief Deputy – County Auditor, provides analytical and operational support for the County’s property tax administration functions. Assists with the implementation of policies and procedures for property tax rate calculation, redevelopment distribution, tax relief programs, and the annual tax sale, in accordance with established policies.

Essential Functions

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

1. Assist in the county’s tax policy review process through close collaboration with the Chief Deputy, County Auditor and other senior officials; research and analyze proposed tax policies; prepare and recommend modifications to administrative policies to support county objectives.
2. Prepare, update, and manage the official manuals for Utah County tax administration policies and procedures; maintain all documentation to ensure that it is current and accurately reflects official processes.
3. Support the administration of critical functions related to the annual tax sale; monitor and ensure compliance with all state and county notice requirements; coordinate with other departments and facilitate public communications across web, print and direct inquiry channels; assist in the final ratification process and verify the accuracy of all recorded tax sale deeds.
4. Coordinate the annual property tax rate adoption process by calculating and preparing property tax rate worksheets and processing rate modifications; verify taxing entity compliance with all legal notice requirements, such as Truth in Taxation, and communicate the annual Certified Tax Rates.
5. Assist with the development and execution of the tax administration budget, ensuring alignment with county-wide financial strategies and goals.
6. Enhance public access to tax information by collaborating with the Information Systems (IS) department to test and implement web service improvements and community outreach programs; plan, coordinate, and manage beta testing and implementation of projects; coordinate with third party vendors, as needed.

For Office Use Only

Job Code: 2053
Job Title: Tax Administration Analyst
FLSA: Exempt
Effective Date: 5/4/2026
Public Safety: No

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

7. Leverage modern data analytics tools to enhance tax rate calculations and reporting; ensure digital platforms are up-to-date, user-friendly, and accurate.
8. Administer the process for creating and mailing property valuation notices; modify notice content as needed to comply with state law and State Tax Commission requirements; ensure the timely and accurate submission of all required reports and data to the State Tax Commission.
9. Administer the estimated tax increment calculation related to redevelopment projects and interlocal agreements; communicate tax increment data to the Treasurer to ensure proper apportioning and prepare related analysis to support County Commission review.
10. Administer the property valuation appeals process by preparing, reviewing, and managing all required documentation; collaborate with internal staff and other departments to ensure full compliance with applicable state statutes.
11. Present case information at county appeal hearings and serve as a technical resource to the Board of Equalization during monthly meetings; prepare and submit all final board decisions to the State Tax Commission.
12. Participate in Utah Associate of Counties (UAC) legislative committees focused on property tax issues; provide insights on the impact of proposed legislation to Utah County related to property tax and tax abatements; recommend improvements to pending bills and proposed new legislation and participate in public hearings as approved.
13. Proactively research and recommend process improvements based on new legislation, emerging technologies, and best practices in tax administration.
14. Serve as a primary point of contact for technical and general inquiries regarding tax administration policies and procedures.

Knowledge, Skills, and Abilities

- Considerable knowledge of Utah State and Utah County property tax laws, rules, and ordinances governing property tax administration
- Knowledge of statutory abatement, exemption, and tax relief processes and procedures
- Knowledge of property and real estate valuation practices and methodologies including residential, commercial, vacant, and personal property
- Knowledge of basic public sector budgeting principles and financial tracking
- Skilled in using advanced tax administration software, data analytics tools, statistical analysis methods and techniques, and online service platforms
- Skilled in applying audit procedures to analyze and interpret complex financial documents, valuation statements, and property assessment records
- Ability to communicate complex and technical information clearly and professionally to diverse audiences, including senior officials, government agencies and the public
- Ability to develop, read, and interpret complex policies, procedures, and ordinances
- Ability to present data and case information clearly and public meetings or formal hearings

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- Ability to research and recommend data-driven process improvements based on best practices and new legislation

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptops, desktops, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to stress, contagious or infectious diseases, and/or potentially hostile situations due to interactions with the public.

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 walk, stand, talk, and listen. Specific vision abilities necessary for this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work 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. Bachelor's degree in business, public administration, political science, economics, finance, or a closely related field.
2. Four (4) years of related experience in budgetary or project management with progressively increasing responsibility.
3. Equivalent combinations of education and experience may also be considered.

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Preferred Education and Experience

- 1. Preference may be given to applicants with a master’s degree in business administration or public administration.
- 2. Preference may be given to applicants with certification as a Real Estate appraiser.

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.

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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