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JOB ANNOUNCEMENT

POSITION: SENIOR PERSONAL PROPERTY TECHNICIAN

Posting# 3500-0916jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- A **typing test** score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Document verifying completion of Utah State Tax Commission Courses A- #501, B-#101 and G-#503**

STARTING SALARY: Step 28, \$17.71 per hour \$1,417 Bi weekly

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: August 22, 2016

CLOSING DATE: September 6, 2016

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For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under general supervision of the Commercial Property Manager, performs and oversees technical clerical work associated with identifying persons and businesses with personal property and assessing ad valorem taxes on said property.

DUTIES INCLUDE: Supervises, plans, and coordinates the work of assigned personnel; oversees training and ensures work is completed accurately and efficiently; identifies and resolves personnel concerns; evaluates performance and conducts performance appraisals. Provides 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. Provides customer service to tax payers in person and on the telephone; answers questions regarding personal property taxes including how equipment is classified, how it depreciates, how taxes are calculated and the tax amount due. Provides information about motor vehicle assessments, fees, and registration. Creates and maintains personal property, lease, and common carrier accounts; researches business licenses, advertisements, lessor/lessee accounts, building permits, field information and personal contacts to identify new businesses and associated personal property. Assigns tax districts based on the situs of equipment or motor vehicles. Researches new addresses for existing businesses which have moved, closed or been sold; updates ownership addresses and taxing district information. Assists the public in filing signed statements of personal property, lease statements, or other affidavits; audits and inputs data provided ensuring correct property codes, percent good rates, calculations, and quantities; documents discrepancies between what has been filed and the assessed value of the property as updated. Uses highest account-maintenance authority to make adjustments to penalties, fees, interest, and taxes; processes refunds and corrections for Commission approval.

Serves as a liaison between the tax payer and the state tax commission; tracks accounts through the audit process, provides information as needed, and updates accounts with audit results. Works with the Treasurer's Office and the Information Systems Department on programming issues to ensure continuity of the process and proper functioning of the system. Prepares or oversees the preparation and mailing of tax and/or other specialized documents.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: basic bookkeeping and accounting; laws and codes relevant to personal property taxation; Utah County Personnel Rules and Regulations; department policy and procedure.

Skill in: word processing, data entry, spreadsheets, and various computer programs; operating a 10-key by touch.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; follow general instructions; distill pertinent data from vast amounts of information; train and lead others while maintaining own workload; coordinate multiple activities.

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