

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: PERSONAL PROPERTY ACCOUNTING TECHNICIAN

Posting# 6222-0616jhm

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)

STARTING SALARY: Step 20, \$14.73 per hour, \$1,178 Bi-weekly

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

OPENING DATE: May 18, 2016

CLOSING DATE: June 1, 2016

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Updates and maintains detailed accounting records relating to personal property taxes. Calculates various fees and penalties due, records receipts of taxes collected, and answers complex tax related questions. Works closely with law enforcement personnel on seizures and sales of property. All activities will be performed in accordance with Generally Accepted Accounting Principles.

DUTIES INCLUDE: Performs various functions related to the accounting for, and collection of, personal property taxes. Documents, scans, and processes paperwork provided by property owner, lessee, or lessor. Issues fee receipts, notices, and related certificates. Prepares various reports. Maintains strict confidentiality of information on personal property statements, documents, and accounts.

Calculates fees due based on schedules or other appropriate methods and reviews for errors, duplications, discrepancies, or miscalculations. Balances daily cash and checks on hand against receipts for personal property and prepares balanced bank deposits. Creates and maintains spreadsheets, posts receipts as appropriate, and issues checks and/or documents to other entities including refund checks when appropriate. Provides information to the public, county departments, and the state tax commission. Researches various sources of information to identify current operating businesses within the county. Reviews documents with customer verifying legality then processes documents in accordance with federal, state, and county laws and regulations.

Researches and responds to customer requests for information including present and delinquent tax information; sends replacement notices and documents upon request. Researches and determines real property and personal property ownership status. Determines sufficient secured value of real property for attaching personal property tax for the purpose of collection. Researches accounts using various sources and methods of discovery relating to sale and/or seizure.

Calculates lien amounts and collection costs; researches and attaches liens. Calculates lien amounts and collection costs; researches and attaches liens. Updates and inputs data related to attaching, seizing, or selling delinquent personal property.

Works closely with employees from the Attorney, Assessor, Information Systems, and Sheriff Offices in providing and gathering information, and in coordinating processes. Provides backup customer service and office staff support in all aspects of the Treasurer's Office including balancing daily cash, checks, and credit card receipts to the general fund.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: the procedures, policies, and state/federal laws affecting personal property taxes including collection, attachment, and seizure/sale processes; personal computer and other standard office machinery; bookkeeping and accounting activities.

Skill in: spreadsheet development and/or maintenance; communicating clearly both orally and in writing; operating a 10-key calculator by touch.

Ability to: understand verbal and/or written instruction; maintain cooperative relationships with the public and other county employees; research detailed information and respond to customer questions promptly and accurately.

REQUIREMENTS FOR EMPLOYMENT: Equivalent to a high school diploma and two (2) years of specialized training in basic bookkeeping and accounting, and two (2) years general office experience. Eligible applicants will be required to take and pass a numeric data entry test administered by the Personnel Office. Applicants must submit a type test. Preference may be given to applicants with a score at or above 40 WPM net.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS: All incumbents must be bondable.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.