

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: TAX ADMINISTRATION CLERK II
May Underfill as Tax Administration Clerk I #6247

Posting# 6246-0716jhm

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**

STARTING SALARY: Step 23 \$15.80 per hour, \$1,264 Bi Weekly

Tax Administration Clerk I #6247 Step 20 \$14.73 per hour, \$1,178 Bi weekly

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

OPENING DATE: July 14, 2016

CLOSING DATE: July 28, 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: Performs a variety of clerical duties and answers public inquiries related to tax administration; processes tax abatement applications and completes abatement reports; assists in coordinating annual Board of Equalization hearings and May Tax Sale. **Tax Administration Clerk II:** This full performance level works under general supervision from the Tax Supervisor in performing duties of considerable difficulty that involve some independent judgement.

DUTIES INCLUDE:

Abatements

Analyzes tax abatement applications based on based on statutory criteria including income, age, disability, and veteran status and extracts information needed to make recommendations to approve or deny. Answers questions from prospective applicants in person, by phone and email and assists individuals with completing applications including following up with incomplete applications. Ensures that all work processes adhere to Standards of Practices from the State Tax Commission, Utah State Code and Utah County Code related to tax relief and tax abatement.

Equalization

Assists in preparing and organizing the yearly Board of Equalization (BOE) hearings including scheduling independent hearing officers, preparing and mailing decision letters to applicants, and assisting petitioners with appeal applications. Acts as secretary for monthly BOE meetings by preparing and distributing agendas, taking minutes in the meeting, preparing minutes for approval by the board, scheduling individuals to appear before the BOE, ensuring that BOE Meetings are properly noticed, notifying the Public of final decisions, generating follow-up correspondence regarding actions taken at BOE Meetings, and answering public inquiries.

Tax Exemption

Works to verify tax exempt status of non-profit organizations through the annual renewal process. This includes verifying the non-profit status of organizations by reviewing required documents and advising applicants about what documentation is required to renew or apply for tax-exempt status. Also includes handling correspondence with organizations, tracking tax-exempt application to ensure adherence to statutory deadlines, and submitting exemption applications for acceptance or denial at the monthly BOE Meetings.

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Tax Sale

Assists in preparing and organizing the annual May Tax Sale; Duties as assigned by Supervisor.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Other clerical functions within the department as assigned.

EVALUATION AND SELECTION FACTORS INCLUDE:**KNOWLEDGE, SKILLS, AND ABILITIES****Tax Administration Clerk II:****Basic Knowledge of:**

Processes related to the statutory obligations of the County Clerk/Auditor's Office.

Working knowledge of: Statutory obligations of Property Tax administration as outlined in Standards of Practice from the State Tax Commission, Utah State Code 59-2-1001 to 1372, and Utah County Code Chapter 21.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, basic spreadsheets. Using multiple internal and web-based databases to retrieve information about real estate valuation; property tax amounts, payments, and rates. Also using image archival systems for storage and retrieval of documents submitted to and stored by the Utah County Clerk/Auditor's office.

Ability to: Learn software programs unique to Utah County and/or the Clerk/Auditor's Office; maintain cooperative working relationships with the general public, other county employees, and other governmental staff during the course of work activities; communicate effectively both verbally and in writing; effectively and efficiently take minutes in a public meeting with multiple speakers at any given time; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information. Understand broad objectives and follow general instructions; work with confidential matters; know what to ask customers and balance directness with tact and patience; accept/reject all types of applications according to statutory and policy guidelines. Willingness to provide outstanding customer service.

REQUIREMENTS FOR EMPLOYMENT: *Tax Administration Clerk II:* High school diploma or equivalent and five (5) years of clerical support work experience of which a minimum of two (2) years are directly related to property tax administration. Equivalent combinations of education and experience may also be considered. Selected applicants must pass a typing test at or above the rate of 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: *Tax Administration Clerk II (In addition to above):* Incumbent may be required to attend and successfully complete the Utah State Property Tax Administration course.

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.