

**POSITION: Senior Assessment Technician**

**Posting# 6550-0918sr**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*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**

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### **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 Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

**STARTING SALARY: Step A – G \$16.31 - \$18.71 Hourly \$1,304.45 - \$1,496.40 Biweekly**

**Salary will be determined upon experience and or education**

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

**OPENING DATE: September 27, 2018**

**CLOSING DATE: October 11, 2018**

*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 support duties to expedite customer service, data entry, and record keeping responsibilities of the department. May be assigned to specific areas in real or personal property. This role has considerable knowledge of the policies, procedures, and laws affecting the work of the Assessor's Office and is capable of training and leading other Assessment Technicians.

### **DUTIES INCLUDE:**

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

1. Maintain strict confidentiality of information on personal property statements, documents, and accounts while performing various functions related to the accounting and collection of personal property taxes.
2. Receive and screen public visitors and phone calls by providing technical information and instruction to accurately complete forms and applications.
3. Calculate valuations based on schedules or other appropriate methods and review for errors, duplications, discrepancies, or miscalculations.
4. Research and respond to customer requests. Issue replacement documents as necessary.
5. Perform analysis to determine if secured value is sufficient to attach personal property tax to real property accounts including the valuation of manufactured housing for both real and personal property.
6. Identify recorder serial numbers to locate property parcel and create or update electronic record.
7. Receive results of field appraisals and input details. Generate reports to match and merge permits with appraisal records.
8. Research various sources of information to identify current operating businesses within the county.
9. Perform basic bookkeeping activities. Prepare and issue certificates or receipts for funds collected.
10. Organize and independently perform project work.
11. Perform various lead worker functions within assigned area. May train new hires and assist in monitoring and communicating work schedules and assignments.
12. Perform routine oversight and quality control of general office functions such as data entry, record keeping, and report generation.

13. Coordinate activities with businesses, other governmental entities, or citizens.
14. Type letters, statements, narrative and statistical reports, minutes, agendas, and other documents as required. Prepare correspondence and recurring reports for supervisor's signature or approval.
15. Scan images and documents to store, modify, and retrieve by computer.
16. Create and maintain organizational files and records. Maintain control files of matters in progress and follow up to ensure progression and completion of actions.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

Knowledge of standard office practices

Knowledge of proper grammar, spelling, and punctuation

Knowledge of Assessor department policies, procedures, laws, codes, and regulations relevant to work performed

Skilled in reading, writing, and basic math

Skilled in word processing, data entry, and basic spreadsheets

Skilled in using various software programs unique to the Assessor's Office and/or Utah County

Skilled in basic bookkeeping

**REQUIREMENTS FOR EMPLOYMENT:**

1. High school diploma or equivalent.
2. Five (5) years of general clerical support work experience of which two years are directly related to the accounting and collection of property taxes.
3. Equivalent combinations of education and experience may also be considered.

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

**ADDITIONAL ELIGIBILITY QUALIFICATIONS:**

**Selected** applicants must pass a typing test at or above the rate of 40 WPM net

**All** incumbents must be bondable

**Applicants** must have completed and passed Utah State Tax Commission Courses 501 (Assessment Practice in Utah), 503 (Development & Use of Personal Property Schedules), and a two-day Uniform Standards of Professional Appraisal Practices 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 Human Resource 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 Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.