

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: ASSESSMENT TECHNICIAN III

Posting# 6550-0916jhm

***** May underfill at #6551 Assessment Technician II*****

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**
- **Documentation of completion of State of Utah Tax Commission Course A-#501, Course B-#101 and Course C-#503.**

STARTING SALARY: Step 24 \$16.14 per hour \$1,291 Bi weekly

*****#6551 \$14.73 per hour \$1,178 Bi weekly*****

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

OPENING DATE: August 22, 2016

CLOSING DATE: September 6, 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 support duties as needed to expedite customer service, data entry, and record keeping responsibilities of the department with specific assignments in the area of real or personal property.

Assessment Technician III: Works under general supervision in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

Assessment Technician II: This full performance level works under general supervision in performing duties of considerable difficulty that involve some independent judgement.

DUTIES INCLUDE: Assessment Technician III (In addition to duties for Assessment Tech I and II):

Performs various functions related to the accounting and collection of personal property taxes; maintains strict confidentiality of information on personal property statements, documents, and accounts; calculates valuations based on schedules or other appropriate methods and reviews for errors, duplications, discrepancies, or miscalculations; researches and responds to customer requests pertaining to confidential personal property information; sends replacement documents upon request; performs analysis to determine sufficient secured value for attaching personal property tax to real property accounts including the valuation of manufactured housing for both real and personal property. Performs various lead worker functions within an assigned area; may train new hires; assists in monitoring and communicating work schedules and assignments. Performs routine oversight and quality control of general office functions such as data entry, record keeping, and report generation. Coordinates activities with businesses, other governmental entities, or citizens.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: Standard office practices; proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets, using various software programs unique to the Assessor's Office and/or Utah County, and basic bookkeeping.

Ability to: Maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from, train and lead others.

Considerable Knowledge of: Assessor Department policies and procedures and laws, codes, and regulations relevant to work performed.

REQUIREMENTS FOR EMPLOYMENT: *Assessment Technician III:* High school diploma or equivalent and five (5) years of general clerical support work experience of which two years are directly related to the duties described above. 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: All incumbents must be bondable.

Assessment Technician III (In addition to the certification(s) for Assessment Tech I and II):

Applicants must have completed and passed Utah State Tax Commission Course A (#501 Assessment Practice in Utah, Course B (#101 Basic Appraisal Principals, and G (#503 Development and Use of Personal Property).

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.