

*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 II**

Posting# 6551 - 1015jhm

### 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 \$14.44 hour, \$1,155 Bi-weekly, plus benefits package**  
*Step increase available after completing probation and annually thereafter.*

**OPENING DATE:** Sept. 24, 2015

**CLOSING DATE:** Oct.8, 2015

*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.

**DUTIES INCLUDE:** Receives and screens office visitors and phone calls; provides general information to employees and visitors; assists visitors in accurately completing forms and applications; receives, directs, and resolves citizen complaints. Reviews building permits to locate properties to add to assessment rolls; identifies Recorder serial numbers to locate property parcel; creates or updates computer record; organizes and files permits according to geographic regions; organizes files for field assessments; receives results of field appraisals and extracts form notes for entry into appraisal records; completes data entry of appraisal detail; runs computer reports to identify completed appraisals, matches and merges permits with appraisal records. Performs general technical duties related to the management of greenbelt properties; monitors changes in ownership; reviews greenbelt applications and acts as notary for greenbelt documents; performs analysis of greenbelt properties to determine methods of minimizing taxpayer liability and assessments; monitors properties in county NXView System to insure accuracy of information; may assist in property imagining to update GIS system and records.

### EVALUATION AND SELECTION FACTORS INCLUDE:

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

**Skill in:** Using various software programs unique to the Assessor's Office and/or Utah County.

**Ability to:** Understand broad objectives and follow general instructions.

**REQUIREMENTS FOR EMPLOYMENT: *Assessment Technician II:*** High school diploma or equivalent and three (3) years of general clerical support work experience. 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.

**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.

