

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: REAL PROPERTY SPECIALIST
CLASS CODE: 3601

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/01/2016 (REPLACES 10/11/11 VERSION)
DEPARTMENT: ASSESSOR

JOB SUMMARY

Under general direction of a supervisor, performs technical and analytical work in maintaining a valid assessment property inventory.

ESSENTIAL DUTIES

Maintains and updates property information the CAMA database.

Verifies maps, records, and taxing descriptions for accuracy within the County records system to ensure assessments are based upon correct information; troubleshoots inconsistencies between GIS and CAMA, data.

Identifies subject parcels in the County records system and maps by locating property descriptions found on recorded and submitted documents to confirm actual location of property.

Receives, directs, and resolves questions and complaints; provides detailed and technical information to tax payers, industry professionals, municipalities, and associated County departments.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Assessment practices.

Appraisal processes/techniques.

Current regulations, property tax codes, and other standards and laws relevant to work performed.

Skill in:

Using various computer applications including word processing, data entry, and spreadsheets.

Proper grammar, spelling, and punctuation.

Reading property descriptions and locating property.

Ability to:

Maintain cooperative working relationships with those interacted with during the course of work activities.

Communicate effectively orally and in writing.

Distill relevant and useful elements from vast amounts of information.

Process complicated tasks with attention to detail.

Extract pertinent information from confidential documents.

PHYSICAL DEMANDS

Regularly:

Sits at a desk or table.

Walks, stands, or stoops.

Works for sustained periods of time maintaining concentrated attention to detail.

Distinguishes between shades of color and patterns.

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Occasionally:

Lifts otherwise moves objects weighing up to 30 lbs.

Drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled room.

EDUCATION AND EXPERIENCE

High school diploma or equivalent and three (3) years of appraisal, title searching, or real property experience.

Selected applicants may be subject to a background check.

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.