



# Assessment Analyst

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 508  
Supervisory: No  
Reports to: Chief Deputy – County Assessor

### Summary

Under intermittent supervision of the Chief Deputy – County Assessor, performs technical and analytical work in creating, maintaining, and quality review of assessment property records.

### Essential Functions

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

1. Create, maintain, and revise Computer Assisted Mass Appraisal (CAMA) system records in relationship to parcel splits and combinations, improvement edits, taxing district changes, and other associated edits.
2. Edit CAMA land records to reallocate land segments in newly created CAMA records, correlating the data with assessment administration system.
3. Discover and analyze discrepancies in associated data, legal descriptions and maps; maintain CAMA system improvement records in relationship to parcel splits and combinations, taxing district changes, and associated edits.
4. Use GIS applications to perform analysis and calculations to determine adjustments and assessment edits; troubleshoot inconsistencies between GIS, CAMA, and Mainframe data.
5. Receive, direct, and resolve questions and complaints; provide detailed and technical information to tax payers, industry professionals, and other government entities.
6. Update and review inventory records to reflect changes; reallocate improvements associated with the activation and inactivation of parcels.
7. Work directly with Recorder's office concerning validation of staff work associated with processed transactions.
8. Perform related functions and other duties as assigned.

### Knowledge, Skills, and Abilities

- Knowledge of state laws governing recording, indexing, and mapping of legal documents

### For Office Use Only

Job Code: 3544  
Job Title: Assessment Analyst  
FLSA: Non-Exempt  
Effective Date: 2/1/2019  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

- Knowledge of Geographic Information Systems (GIS) technology and its application to recorder mapping functions
- Knowledge of coordinate geometry and applied trigonometry pertaining to area calculations
- Knowledge of real estate and title law as applied to the Assessor's and Recorder's offices
- Knowledge of assessment practices and appraisal processes/techniques
- Skilled in using various computer applications including word processing, data entry, and spreadsheets
- Skilled in proper grammar, spelling, and punctuation
- Skilled in reading property descriptions and locating property
- Skilled in abstract searches and technical evaluations
- Ability to maintain cooperative relationships with the public and County employees
- Ability to Lead and train others while maintaining own workload
- Ability to process complicated tasks with attention to detail
- Ability to distill relevant and useful elements from vast amounts of information and extract pertinent information from confidential documents
- Ability to communicate verbally and in writing

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but field checks may be performed periodically and may expose incumbent to hot, cold, or inclement weather. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

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**Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Standard work hours are Monday through Friday 8:00am to 5:00pm, although there may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

**Required Education and Experience**

1. Bachelor's degree in a related field.
2. Four (4) years of work experience utilizing associated applications and tasks.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Experience in title, Assessor, Recorder, or real estate related office functions.
2. Legal description interpretation experience.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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