



# Assessment Technician

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 502  
Supervisory: No  
Reports to: Varies

### Summary

Under close to general supervision, and at a training level, performs a variety of routing 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.

### Essential Functions

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

1. Type correspondence, statements, narrative and statistical reports, minutes, agendas, and other documents as required; prepare correspondence and recurring reports for supervisor's signature or approval.
2. Perform data input and general record maintenance relating to office functions.
3. Receive and screen public visitors and phone calls; provide general information to employees and public; assist public in accurately completing forms and applications; receive, direct, and resolve citizen complaints.
4. Process, sort, and distribute incoming and outgoing mail.
5. Scan images and documents to store, modify, and retrieve by computer; copy documents.
6. Maintain organizational files and records; maintain control files of matters in progress and follow up to ensure progression and completion of actions.
7. Perform basic bookkeeping activities; reconcile receivables with inventory records.

### Knowledge, Skills, and Abilities

- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and basic spreadsheets
- Ability to maintain cooperative working relationships with those contacted during the course of work activities

### For Office Use Only

Job Code: 6552  
Job Title: Assessment Technician  
FLSA: Non-Exempt  
Effective Date: 4/25/2019  
Public Safety: No

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

- Ability to communicate effectively verbally and in writing
- Ability to understand and follow clear work instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to multi-task

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **Work Environment**

This job operates in a professional office environment. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances and may expose the incumbent to contagious or infectious diseases. 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 twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm, however 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 five (5) percent.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. One (1) year of general clerical support work experience.
3. Equivalent combinations of education and experience may also be considered.

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**Preferred Education and Experience**

- 1. Associate degree or higher.

**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.
- 3. Selected applicants must pass a typing test at or above the rate of forty (40) WPM net.
- 4. All incumbents must be bondable.

**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.

**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 \_\_\_\_\_

Director of Human Resources \_\_\_\_\_

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

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

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