

PROPERTY TAX ASSESSMENT SPECIALIST I

DEFINITION

Under general supervision to perform specialized accounting and statistical recordkeeping in connection with the maintenance and processing of the property tax rolls; to assist the public or other county staff with specialized department procedures; to provide a variety of information regarding department policies and procedures; to perform a variety of special recordkeeping work and office support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Property Tax Assessment Specialist series; Incumbents learn to perform a variety of financial, statistical, assessment roll, or other fiscal specialized recordkeeping work. They are also required to provide specialized and technical public assistance.

REPORTS TO

Department Fiscal Officer or Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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EXAMPLES OF DUTIES

- Learn to perform a wide scope of complex and specialized technical assessment and statistical recordkeeping work.
- Develop and maintain statistics for the preparation of State and County reports; interpret and apply Federal, State and County codes, procedures and rules in preparing and processing the property tax rolls.
- Identify and resolve a variety of complex account and statistical recordkeeping problems.
- Process and maintain information on secured, unsecured and supplemental tax rolls.
- Review maps, legal descriptions and evaluate a variety of information for accuracy, compliance, and completeness.
- Provide specialized public assistance regarding assessment roll information, aid in the preparation of assessment forms and assist the public in the use of office reference tools.
- Perform a variety of office assistance assignments.
- Provide information to others; operate office equipment and computers.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

KNOWLEDGE OF

- Methods, practices and terminology of financial and statistical recordkeeping.
- Laws, rules and regulations governing the maintenance of fiscal assessment tax records.
- Government Codes, California Revenue and Taxation Codes, Plumas County Codes.
- Basic principles and terminology of accounting.
- Policies, procedures and programs of the Plumas County Assessor's Office.
- Good public relations techniques.
- Modern office methods and procedures.

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ABILITY TO

- Perform a variety of complex and technical specialized assessment and statistical recordkeeping work.
- Read and understand codes, statutes and information related to assessment and statistical recordkeeping work.
- Gather and organize data and information.
- Prepare assessment and statistical reports.
- Make mathematical calculations quickly and accurately.
- Work with computerized assessment and special information systems and use a computer for assessment and statistical recordkeeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work areas where assigned.
- Establish and maintain cooperative working relationships.
- Work with timelines and interruptions.
- Maintain confidentiality of records.

TRAINING AND EXPERIENCE

Two years of previous experience in performing assessment, statistical recordkeeping, technical support, public assistance work comparable to that of a Fiscal and Technical Services Assistant II with Plumas County.

SPECIAL REQUIREMENT

Must possess a valid driver's license at the time of application and a valid California Driver's license by the time of appointment. The valid California license must be maintained throughout employment.