

PROPERTY TAX ASSESSMENT TECHNICIAN

DEFINITION

Under general supervision to perform a variety of office assistance and receptionist assignments; and statistical recordkeeping in connection with the maintenance and processing of the property tax rolls or other fiscal records; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Property Tax Assessment Specialist series. Incumbents learn and perform a variety of statistical, assessment roll, or other fiscal recordkeeping work. They are also required to provide technician public assistance. Incumbent in this class are expected to have general office support and public assistance experience and be capable of quickly learning fiscal and specialized recordkeeping work. When sufficient knowledge has been demonstrated and experience requirements are met, they may expect promotion to Property Tax Assessment Specialist I.

REPORTS TO

Department Fiscal Officer or Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

EXAMPLES OF DUTIES

Serve as office receptionist, answering the telephone, providing information and referring calls and visitors to others; learn to perform a wide scope of technical assessment and statistical recordkeeping work; provide public assistance regarding assessment roll information and assist the public in the use of office reference tools, perform a variety of office assistance assignments; 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.

Property Tax Assessment Technician 2

Property Tax Assessment Technician - 2

TYPICAL WORKING CONDITIONS

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

KNOWLEDGE OF

- Modern office practices, methods, and procedures.
- Policies and procedures of the Plumas County Assessor's Office.
- Good public relations techniques.
- Basic principles and terminology of mathematics.

ABILITY TO

- Learn and perform a variety of technical assessment and statistical recordkeeping work.
- Interpret and apply policies and procedures related to the Plumas County Assessor's Office.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Follow oral and written directions.
- Gather and organize data and information.

TRAINING AND EXPERIENCE

One year of office assistance experience, statistical recordkeeping, technical support, public assistance work comparable to that in an Assessor's Office.

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.