



<p><b>POSITION DESCRIPTION</b></p> <p><b>Personal Property / Data Collector</b></p> <p><b>FLSA Status: Non-Exempt</b>  <b>County Classification: Occupational</b>  <b>Salary Grade/Band: 8</b></p>	<p style="text-align: right;"><b>28 January 2015</b></p> <p style="text-align: right;"><b>Reports to: Duchesne County Assessor</b>  <b>Revised: <u>04/06/15</u></b>  <b>Human Resources Initials: _____</b></p>
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**POSITION PROFILE**

Directly responsible for preparing sales comparable data from Multiple Listing Service and recorded deeds of record. Data entry must be thorough and accurate and is utilized in analyzing and determining County assessment rolls. Responsible for billing and collecting on mobile home personal property. Cross trains in Business Personal Property accounts. Provides customer service at front counter.

- GOALS**
- To ensure work performance, effective time management practices, and attention to detail.
  - To assist the public promptly, professionally, and efficiently.
  - To be a strategic partner in the overall operations of the Assessor's Office.

- ESSENTIAL FUNCTIONS**
- Directly responsible for preparing sales comparable data which is utilized in sales ratio studies to prepare assessment rolls. Must research deeds of record and Multiple Listing Service sold properties to prepare and mail questionnaires to sellers/buyers of property. Prepares master and final documents for appraisers to review and field inspect sold properties.
  - Responsible to update, maintain and electronically send spreadsheet of sales to State Tax Commission. Provides other assistance to Assessor and Appraisers as needed to assist in sales ratio studies and appraisals.
  - Directly responsible for maintaining mobile home assessment rolls; prepares and mails mobile home tax notices; receives tax payments, issues receipts and enters payment record in computer; balances records by verifying tax collected against assessed value; reviews returned notices and takes appropriate action; works with Assessor on delinquent tax collection process. Assists with seizure and sale of mobile homes when necessary and maintains all mobile home files. Conduct field inspections to update mobile home file database.
  - Provides ongoing discovery, tracks and documents business personal property to ensure property valuation and taxation; researches, discovers and monitors business personal property activity within the county; works closely with Centrally Assessed Department of State Tax Commission receiving and exchanging information on business personal property; monitors existing and new businesses through building permits, business licenses, telephone directory; Uniform Commercial Code reports, State Tax Commission reports and other appropriate methods to ensure all personal property is accounted for on assessment rolls.
  - Utilizes "Personal Property Valuation Schedules" to calculate tax liabilities; prepares and mails personal property declaration statements for existing and new businesses requiring owners to declare personal

property for assessment calculations and taxation; reviews, updates account records; identifies property classifications, identifies and verifies increases or reduction in taxable personal property; updates records; calculates market values per Schedules and taxes due; prepares tax billings and assures timely mailing of notices; receives and receipts tax payments.

- Determines owned vs. leased properties, responsible for ensuring property allocation of tax liability by assigning appropriate tax districts to accounts.
- Coordinates with Assessor in determining need for audits, issues audit requests to state agency as necessary; receives audit results, updates accounts; prepares and issues audit tax billings.
- Prepares notices on delinquent tax accounts and assists Assessor with seizure and sale if needed.
- Researches tax questions; responds to customer requests for various information on personal and real property; schedules appointments with Assessor and Appraisers prior to Board of Equalization; notarizes documents; maintains cash drawer; receipts payments; prepares deposits for Treasurer's Office; updates records and databases.
- Receives requests for property information from property owners, real estate agencies, title companies, lending institutions and potential buyers; searches computer programs and files for owner, address and legal description.
- Navigates computer programs to enter and retrieve data. Performs general office duties; answers telephone; greets and assists public at counter; answers questions or refers individuals to proper Assessor Office personnel; provides general assistance to customers. Assists with updating file records and filing. Enters DMV error report detail assigning tax districts as needed.
- Performs related duties as business necessitates.

#### **EDUCATION AND EXPERIENCE**

- High school diploma or equivalent.
- Two years (2) of experience performing above or related duties.

#### **CERTIFICATIONS AND LICENSES**

- Complete courses to become an Appraiser Trainee.
- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a background investigation and drug test.

#### **SKILLS/ABILITIES**

- Some knowledge of property appraisal and tax assessment processes; working knowledge of standard office procedures and policies and general knowledge of demographics of Duchesne County.
- Ability to accurately and thoroughly complete assignments related to position; basic mathematics involving the use of addition, subtraction, multiplication and percentages; the operation of standard office equipment; complex filing systems, alphabetical and numerical and computer operation.
- Ability to work effectively with coworkers, management and the public.
- Ability to follow written or oral instructions and to problem solve and make decisions.
- Exemplifies professional and courteous customer service and interpersonal relations.
- Ability to establish and maintain effective working relationships with the public, employees, county officials, and representative agencies.
- Focus directed toward various activities in the Assessor's office.

## PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

## LANGUAGE SKILLS

- Ability to read, analyze, and enter detailed information as required under statute and in accordance with established policies and procedures.
- Ability to impart information to others when necessary.
- Ability to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

## REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Apply analytical with logical and decisive reasoning.
- Technical ability to use computer aided mass appraisal systems.
- Ability to interpret and carry out complex instructions and assignments as warranted.

## PHYSICAL REQUIREMENTS

- Extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, and filing.
- Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ocassionally: walks, stands, or stoops; lift or otherwise moves objects weighing up to 25 pounds.
- Employee must be able to maneuver in tight places such as the records vault and in filing areas when necessary.
- Frequent "in the field" travel required. May be exposed to variable weather conditions.

## HAZARDS

- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

## ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.