

ASSESSMENT AND LEVY SPECIALIST

JOB PURPOSE AND SUMMARY

To perform a variety of technical duties involving the maintenance of assessment and levy records and related information systems; and to supervise and coordinate clerical and administrative operations within the County Assessor's Office.

Receives direction from the Deputy Assessor. Exercises direct supervision over clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Participate in a variety of complex and responsible technical support activities within the Assessor's Office; maintain and produce County assessment rolls, tax rolls, and levies.
- Plan, organize and supervise the work of clerical staff; assign work tasks and activities; review completed work for compliance with appropriate policies and procedures.
- Prepare values for certification of levies; interpret and verify district budget requests.
- Process changes on appraisal records to reflect changes in ownership, parcel splits and combinations.
- Interpret and apply laws and statutes related to levy assessment; update assessment and levy procedures to maintain compliance with laws.
- Coordinate assessment and levy activities with outside State, County, and local agencies and organizations.
- Supervise, train and evaluate assigned clerical staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Maintain and input a variety of assessment and levy records; balance appraisal records, parcel values, and parcel counts; proof appraisal calculations, base year values, and direct assessment charges.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing support services; implement policies and procedures.

- Participate in the preparation and administration of the Assessor's budget; submit budget recommendations; monitor expenditures; coordinate payment of invoices and vouchers; prepare payroll and changes to personnel records.
- Prepare a variety of statistical reports as needed; research, compile and analyze data for special projects.
- Prepare records and documents for retention in State archives; retrieve, store and maintain local County records.
- Perform related duties as assigned.

QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience and Training:

- Three years of increasingly responsible technical experience in the maintenance and processing of tax and assessment records.
- Equivalent to the completion of the twelfth grade supplemented by specialized clerical training.

Knowledge of....operations, services and activities of an assessment and levy program; principles and practices involved in the processing and research of liens, trust deeds, mortgages, and title papers; principles and methods of data processing as applied to computerized records systems; principles of escrow, power of attorney, incorporation and bankruptcy; basic principles of budget preparation and administration; pertinent Federal, State, and local laws, codes and regulations; procedures, methods and techniques of financial record keeping and reporting; modern office procedures, methods and equipment; principles of mathematics related to the calculation of assessment records.

Ability to....analyze, interpret and explain County assessment and levy policies and procedures; analyze and evaluate data processing specifications related to the maintenance and processing of assessment records; plan, organize and supervise the work of clerical staff; review and analyze deeds and other assessment documents; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; type at a speed necessary for successful job performance; establish and maintain effective working relationships with those contacted in the course of work including County officials and the general public.

Office use 06/19/00