

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE DISTRIBUTE TO PERSONS IN YOUR AGENCY
CONCERNED WITH JOB RECRUITMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
PERSONAL PROPERTY APPRAISER I	\$14.11/HR	12-5-2014

WEBER COUNTY ASSESSOR'S OFFICE - FULL-TIME WITH BENEFITS

JOB SUMMARY Under the close supervision of the County Assessor or designated administrator, performs appraisals on taxable business personal property in Weber County and makes recommendations on accounts to be audited.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

Discovers, inspects, appraises, lists and estimates taxable personal property, mobile homes and offices, and leased personal property. Recommends accounts for auditing. Discovers taxable personal property through all available means. Determines ownership or assessable entity for personal property and collects all information necessary to perform the entire assessment process. Determines taxable status for assessment purposes and assigns correct taxing district to account. Inspects completed personal property signed statements for accuracy and completeness and resolves discrepancies in statements as necessary. Contacts taxpayers who have not filed personal property signed statements. Records all information pertinent to the assessment of the property.

Field inspects and appraises all types of taxable business personal property as necessary. Assists taxpayers with filing personal property signed statements; assists taxpayers in proper classification and valuation of all types of tangible assets. Estimates value of the personal property of non-filing taxpayers based on known facts and circumstances using all available appraisal information.

Helps monitor delinquent personal property accounts; collects delinquent personal property taxes.

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Identifies delinquent personal property accounts using computerized delinquent reports. Monitors collection process. Makes contact by phone and/or writing to affect collection of the tax. Investigates out-of-business accounts. Researches real property records and secures payments by attaching personal property taxes to real estate when necessary.

Researches and notifies secured creditors about pending sales. Understands and complies with all Utah laws regarding seizure and sale of personal property. Responds to questions from property owners regarding appraisals and assessments.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS: High school graduation AND Four (4) years of full-time experience performing accounting, bookkeeping, finance, or appraisal duties, or an acceptable combination of education and experience; related college education may be substituted for experience on a year for year basis. Preference for experience performing real or personal property appraisal. OR Any equivalent combination of education and experience

SPECIAL QUALIFICATIONS: Must obtain designation as a Personal Property Appraiser by the Utah State Tax Commission within eighteen (18) months of hire date. Must maintain designation by completing 14 hours of approved continuing education every two (2) years. Must possess a valid

Utah Driver License and have a good driving record. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

Working knowledge of: appraisal theory and practices; applicable Utah Tax Code and administrative rules as they relate to property assessment and tax collection; appraisal methodology including basic business mathematics; applicable computer software including spreadsheets, word processing and analytical software.

Skill in using MS Word and MS Excel, and other related software programs; typing 35 wpm (net); performing data entry; proficiency using 10-key equipment. This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to audit records to determine existence and value of taxable personal property; ability to classify personal property items to determine economic value; use mathematics in calculating taxation; create and manage spreadsheets; efficiently use all applicable computer hardware, software and office equipment; work for sustained periods of time maintaining concentrated attention to detail; lift, carry, or otherwise move objects weighing up to 25 lbs.; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

TOOLS AND EQUIPMENT USED Tape measure, pencil or micro-computing device, calculator, phone, copy machine, computerized appraisal system.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works outside in adverse weather conditions. The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

POSITION CLOSES ON December 19, 2014

APPLICATION AVAILABLE AT www.co.weber.ut.us AND MUST BE SUBMITTED TO:

Weber County H.R. ., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED