

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

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUED</u>
REAL PROPERTY ASSESSMENT ASSISTANT MANAGER	\$19.77/HR	8/14/2015

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

JOB SUMMARY Under general supervision from the Real Property Assessment Manager superior: A. Performs professional and technical work in the assessment administration of real property appraisal. B. Performs a variety of routine and specialized work requiring advanced knowledge of CAMA systems, assessment statistical requirements, valuation techniques and methods, mass appraisal policy and procedure, reappraisal policy and procedure, USPAP requirements and query capabilities in an SQL environment.

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.) Assists Real Property Assessment Manager in the following: Analysis and determination of those geographic and statistical areas that do not comply with market indicators and set Utah State Tax Commission and IAAO standards. Ensure assessment values are statistically compliant, are consistent County wide, by region and by market neighborhoods. Manage process associated with finalizing the annual assessment role, including production schedules, time lines, assignment of tasks to staff and administration, developing and completing CAMA and tax system data quality control edits and ensuring CAMA data is transferred to tax system timely and accurately. Make presentations to staff and administration regarding annual assessment data.

MINIMUM QUALIFICATIONS Graduation from an accredited college or university with a Bachelor's Degree or higher. A degree in computer science, engineering, economics, statistics, mathematics, or other closely related fields is preferred. AND Five years of increasingly responsible experience in the fields related to these duties. Work experience must be appropriate to the position filled. OR Any equivalent combination of education and experience.

Knowledge of valuation methods and analysis, knowledge of assessment practices; considerable knowledge of personal computer use in filing, sorting and data manipulation; knowledge of quantitative analysis; proficient in SPSS, Microsoft Office Suite, and data interpretation. Skill in mass appraisal and re-appraisal methodologies, considerable skill in the coordination of various information sources for planning processes; skill in understanding social and economic factors effecting property values, considerable skill in data query techniques in an SQL environment. Ability to prioritize and organize documents received, concentrating on importance of processing in a timely manner; ability to assure that information is inputted into the system and reports are accurate; ability to exercise independent judgment; ability to make mathematical computations rapidly and accurately; ability to follow written and verbal instructions; ability to establish and maintain effective working relationships with employees, other departments, and the general public; ability to communicate effectively with employees, other departments, and the general public; ability to think logically, analyze and evaluate and reach a sound conclusion.

SPECIAL QUALIFICATIONS: Preference given to an applicant with a Utah Real Estate Appraisal License or Certification. Must have a valid Utah State driver's license, or the ability to obtain one, and a good driving record.

TOOLS AND EQUIPMENT USED 10-Key, phone, switchboard, personal computer involving word processing and spreadsheet software, copy machine, fax machine, and calculator

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 frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close 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 in outside wether conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is moderately quiet in the office, and moderately to loud in the field.

POSITION CLOSES AUGUST 28, 2015

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