



Grand County

Job Description

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| Title: | Deputy Assessor | Job Code: | 1220 |
| Division: | Administration | Effective Date: | 09/2017 |
| Department: | Assessor | Last Revised: | 1/31/2022 |

GENERAL PURPOSE

Under the general direction of the Grand County Assessor, performs specific office tasks related to the valuation of real and personal property for taxation purposes, collecting personal property taxes, as well as specific tasks according to the policies and procedures of the Utah State Tax Commission and Department of Motor Vehicles. Performs a variety of working level complex clerical tasks designed to insure the accurate processing of titles of ownership and the acquisition of license plates required by law to engage in certain transportation activities. Receives payment from the public for licensing of vehicles, recreation vehicles and other off road vehicles. Performs clerical duties associated with the operations of the Assessor's Office.

SUPERVISION RECEIVED

Works under the general supervision of the County Assessor or Chief Deputy Assessor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

- Answers telephone; greets and assists public over office counter; answers questions or refers individuals to proper staff personnel.
- Provides clerical assistance to appraisers; schedules appointments; receives and processes materials and documents related to real, business personal and mobile home property appraisal.
- Assists in preparation of annual review of personal property statements; conducts mailing of statements to all county businesses; assists in review of declarations; conducts mailing of statements forms to all county businesses.
- Assesses, prepares billing and maintains the business personal property files.
- Maintains Assessor's Office inventory and office supplies.
- Maintains billing and collection of delinquent business personal property accounts.
- Prepares publications for Assessor's Office sale and seizures.
- Processes all transactions associated with motor vehicle.
- Performs serial number inspection and verification.
- Collects sales tax and motor vehicle fees associated with transactions.
- Receipts and balances cash sheet daily; collaborates with the County Treasurer to deposit cash receipts.
- Keeps a running inventory of all motor vehicle materials and orders when necessary.
- Processes daily reports for the Utah State Tax Commission.
- Balances and handles State money transactions and makes daily deposits.
- Enters and releases State impounded vehicles.
- Reviews, screens, distribute and prioritize incoming mail.
- Renews motor vehicle registrations. Renews boat, recreational vehicle and snowmobile licenses.
- Verifies documentation with regards to VIN/ safety inspections, no-fault insurance, and road use tax.
- Processes title applications on motor vehicles, boats, trailers, and boat motors.
- Issue serial numbers on trailers and rebuilt vehicles, etc.
- Issues 15 day, 30 days, and 96-hour motor vehicle permits.
- Collaborates with other County departments to develop standard operating procedures for performing tasks requiring inter-department cooperation.
- Other duties as assigned by supervisors.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;
 - AND
 - B. Two (2) years of experience performing above or related duties.
 - OR
 - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

Knowledge of:

General office terminology, rules and procedures. Cash handling policies and procedures.

Skills in:

Using and operating a computer and software including Word, Excel, Outlook, and other Microsoft computer applications.

Word processing/typing skills. Operating typical office equipment and machines, including 10-key calculator.

Communicating clearly and accurately both verbally and in writing.

Ability to:

Learn legal requirements to verify vehicle ownership. Learn the current motor vehicle code for approval of motor vehicle title applications and registrations for legal requirements and accuracy. Perform multiple office tasks concurrently. Learn techniques of valuation of personal property using correct schedules for assessing and billing all types of personal property. Successfully complete appraisal courses to become registered to assess business personal property and manufactured homes as personal property. Learn the boundary lines of the taxing districts in the county to ensure that the correct taxing rates are applied. Learn terminology used in real and personal property assessment. Identify real property with parcel numbers, ownership, addresses and/or descriptions in computer, on house cards and in the COINS computer program. File and pay attention to detail concerning correct filing procedures of the Assessor's Office. Use tact and finesse when communicating.

3. Special Qualifications:

Must be able to completed Utah State Tax Commission courses 101, 103, 501, 503, and successfully complete a comprehensive auditing practicum to become a Designated Personal Property. Must be able to acquire 12 Hours of continuing education every two years to maintain Ad Valorem Personal Property Auditor/Appraiser designation.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but does involve walking, standing, stooping, sitting, lifting, reaching, talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Periodic local travel required in performance of job duties.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) 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.

I _____ have reviewed the above job description. Date _____

(Employee)