

CLASS SPECIFICATION

Yuba County

March 2006

CLASS TITLE: Assessment Specialist

FLSA STATUS: Non-exempt

JOB SUMMARY:

Provides difficult, technical and specialized office support in the preparation of the assessment roll and maintenance of property assessment records; may direct the work of subordinate assessment office support staff on a project or day to day basis and train less experienced assessment support staff; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the specialist level in the assessment office support series. Positions in this class require a definable body of knowledge and skills which exceed those required by lower level assessment office support staff and that is not normally learned on the job in a brief period of time. May act in a lead capacity for subordinate staff, but is not required on a day to day basis. This class is distinguished from Transfer Analyst I/II in that the latter is the advanced level in the assessment office series.

EXAMPLES OF DUTIES:

Essential:

- Performs difficult, complex and technical office work which requires the exercise of independent judgment and the application of technical skills necessary for the production of the assessment rolls.
- Reviews changes to the state Revenue and Taxation Code for impact to County procedures and recommends departmental procedural changes as required.
- Reviews all recorded documents prior to entry into the automated system for accuracy, chain of title and proportional interests.
- Creates new fee parcel numbers from parcel splits, lot line adjustments, tract and parcel maps and related documents.
- Receives and reviews property statements, changes of ownership forms, address changes, exemption forms and similar documents from property owners over a public counter or by mail.
- Types correspondence, reports, forms and specialized documents related to the assessment process from documents submitted, prior standard letters and memos, drafts, notes, or brief instructions, using a typewriter or computer.
- Coordinate the flow of property tax statements to ensure that all accounts are annually valued and that appropriate penalties are applied.
- Enter data into a computer system to update assessment rolls, ownership changes and related information; produces and reviews automated reports for correctness.
- Provides factual information to the public in person and over the telephone regarding the assessment process, forms required, departmental processes and functions which require the explanation of rules, policies and procedures.

- Reviews assessor's maps and related land descriptions to ensure appropriate data entry and record updating.
- Receives and processes documents related to specialty areas such as mobile home, aircraft, mining claims, possessory interests and business property ownership.
- Establishes and maintains office files; researches and compiles information from such files; purges files as required; researches and reconciles special problems.
- Assists in training staff in work procedures, may act for the Assessment Office Supervisor in absence of the supervisor.

Important:

- Operates standard office equipment; may operate other departmental-specific equipment after training.
- Performs a variety of general office support duties such as processing mail and answering the telephone.

QUALIFICATIONS:

Knowledge of:

Basic supervisory principles and practices.

Processes and procedures related to assessment document processing and the production of secured and unsecured assessment rolls.

Use of specified computer applications involving word processing, data entry and/or standard report generation.

Business letter writing and the standard format for typed materials.

Business arithmetic.

Correct business English, including spelling, grammar and punctuation.

Standard office practices and procedures, including filing and the operation of standard office equipment.

Techniques for dealing with the public, in person and over the telephone.

Record keeping principles and practices.

Skill in:

Performing technical and complex work related to the processing of assessment documents and the production of secured and unsecured assessment rolls.

Composing correspondence independently or from brief instructions.

Entering numerical and related information into a computer system with speed and accuracy.

Explaining complex assessment rules and procedures to the public, in person and over the telephone.

Meeting critical time deadlines.

Using initiative and independent judgment within established procedural guidelines.

Making accurate and rapid arithmetic calculations.

Maintaining accurate office files.

Typing at a net rate of 45 words per minute from printed copy.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability/Physical Requirements:

- Mobility to work in a typical office setting, use standard office equipment, and may require ability to drive a motor vehicle.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Working Conditions:

- Generally a typical office environment.

Licensing and Certification:

- Specified positions may require the ability to obtain a valid California Class C driver's license within thirty (30) days of employment.
- Typing Certificate: 45 wpm net. Typing Certificate must indicate result from a five (5) minute test of at least the minimum wpm required.

Background: The minimum and preferred requirements for this position are described below:

Minimum: Equivalent to graduation from high school AND three (3) years of experience in an office support position related to the assessment of property for tax purposes.

Preferred: In addition to the above minimum requirements, related experience in a California County setting and/or college coursework in a related field.

This class specification lists the major duties and requirements of the job. Incumbents may be required to perform job-related duties not included in this document.