

PROPERTY TAX ASSESSMENT SPECIALIST II

DEFINITION

Under general supervision to perform specialized accounting and statistical recordkeeping in connection with the maintenance and processing of the property tax rolls or other fiscal records; assist the public or other county staff with specialized department procedures; to provide a variety of information regarding department policies and procedures; to perform a variety of technical and office support assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Property tax Assessment Specialist series. Incumbents have responsibility for performing the most advanced and complex property tax assessment, or other fiscal specialized recordkeeping requiring substantial work background and experience in the area of assignment. They are also required to provide specialized and technical public assistance. This class is distinguished from Property Tax Assessment Specialist I by the performance of more complex assignments.

REPORTS TO

Department Fiscal Officer or Assessor.

CLASSIFICATIONS DIRECTLY SUPERVISED

None

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EXAMPLES OF DUTIES

- Serve as a technical resource for other County departments and agencies.
- Performs a wide scope of complex and specialized technical assessment and statistical recordkeeping work.
- Maintain statistics for the preparation of State and County reports; interpret and apply Federal, State and County codes.
- Procedures and rules in preparing and processing the property tax rolls.
- Identify and resolve a variety of complex assessment and statistical recordkeeping problems.
- Analyze and research for accuracy a variety of complex recorded legal documents that change ownership on secured and unsecured property.
- Research and evaluate any problems effecting title to property; compile and maintain assessment records for boats, classify, compute and determine assessed values.
- Compile, analyze and process recorded documents for mining claims.
- Compute and determine value for assessment, maintain records, work with Bureau of Land Management to track all mining claims; process and maintain all assessment regarding mobiles homes, working with the Department of Housing and Community Development to maintain current ownership and location.
- Process and maintain assessed values for the secured, unsecured and supplemental tax rolls.
- Compile, analyze and process records and recorded documents for parcel splits and combinations.
- Compile, maintain and process all assessment exemptions which include homeowners, totally disabled veterans and, working with State Board of Equalization, to provide religious and welfare exemptions.
- Analyze, research and process all corrections to the secured, unsecured and supplemental tax rolls.
- Analyze and process all business property statements, compute and value for business personal property tax assessment, maintain and track all business property records.
- Operates office equipment and computers.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; continuous contact with staff and the public.

KNOWLEDGE OF

- Methods, practices and terminology of financial and statistical recordkeeping.
- Laws, rules and regulations governing the maintenance of fiscal assessment tax records.
- Government Codes, California Revenue and Taxation Codes, Plumas County Codes.
- Basic principles and terminology of accounting.
- Policies, procedures and programs of the Plumas County Assessor's Office.
- Good public relations techniques.
- Modern office methods and procedures.

ABILITY TO

- Perform a variety of complex and technical specialized assessment and statistical recordkeeping work.
- Read and understand codes, statutes and information related to assessment and statistical recordkeeping work.
- Gather and organize data and information.
- Prepare assessment and statistical reports.
- Make mathematical calculations quickly and accurately.
- Work with computerized assessment and special information systems and use a computer for assessment and statistical recordkeeping work.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the work areas where assigned.
- Establish and maintain cooperative working relationships.
- Work with timelines and interruptions.
- Maintain confidentiality of records.

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TRAINING AND EXPERIENCE

Two years of previous experience in performing assessment, statistical recordkeeping, technical support, public assistance work comparable to that in an Assessor's Office.

SPECIAL REQUIREMENT

Must possess a valid driver's license at the time of application and a valid California Driver's license by the time of appointment. The valid California license must be maintained throughout employment.