

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>
<b>APPRAISER TECHNICIAN I</b>	\$12.61/HR	03/15/2013

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

JOB SUMMARY Under the general supervision of a supervising appraiser, performs professional and technical work in the appraisal of real and/personal property. Performs a variety of routine and specialized work requiring advanced knowledge of interrelated paperwork and procedures 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.) Will perform the following duties specifically:

Assesses and collects property taxes personal property. Performs technical appraisals on personal property, even if the value is not provided in the prescribed value guides.

Assesses property taxes motor vehicles. Performs technical appraisals on motor vehicles even if the value is not provided in the prescribed value guides.

Provides assistance to taxpayers in filling out the necessary paperwork for the pre-appeals process.

Answers and directs incoming calls to the personal property/motor vehicle division. Quotes taxes to callers and answers related questions.

Participates in the monthly processing of the state tape. Looks up values of vehicles and enters onto system. Assists in assuring taxing districts are correct.

Processes reports, certificates, applications, and other materials; examines for accuracy and completeness, makes additions or resolves discrepancies consulting with supervisor as appropriate.

Completes data on standard office forms. Maintains records, files, indexes and books according to established methods and procedures. Compiles and tabulates data for records and reports.

Accepts fees for payments of personal property taxes. Balances cash on hand against receipts. Prepares and balances deposits. Issues receipts, notices, etc., and keeps simple records of transactions.

Collects factual data from a variety of sources including courthouses, real estate offices, and financial institutions, concerning legal descriptions or real estate, records or taxes, and rental or sales information on comparable properties. Gathers cost income and market data, as required.

Conducts on-site visits to verify information on appraisal records. Reviews books and/or takes physical inventory or property.

Performs functions necessary to product the on-going sales ratio study.

Processes a variety of appraisal forms, reviewing for completeness and accuracy. Posts appraisal information to appropriate records. Compiles simple tabulated data and makes mathematical computations.

Receives telephone and personal callers, handling any questions or matters of a or routine nature and directing others to the appropriate staff member. Assists visitors in filling out forms and applications, as required.

Performs related work as required.

MINIMUM QUALIFICATIONS High school graduation or equivalent. AND Three years of increasingly responsible experience in a personal property/motor vehicle office; or other functions of the County Assessor's Office. Work experience must be appropriate to the position to be filled. OR Any equivalent combination of education and experience.

- O V E R -

Working knowledge of personal property appraisal techniques; Working knowledge of Federal, State and Local codes relating to personal property and motor vehicles.

Skill in typing at 40 wpm net and accuracy in using a 10-key (120 characters per minute with 100% accuracy).

Ability to prioritize and organize documents received in the mail, concentrating on importance of processing in a timely manner. Ability to assure that decals issues are input into the system and reports are accurate. Ability to determine market values for motor vehicles and other personal property. Ability to perform a variety of clerical and typing work requiring some exercise of 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, to analyze and evaluate the data and to reach sound conclusions.

SPECIAL QUALIFICATIONS Must be a certified Personal Property Appraiser and have satisfactorily completed the following Utah State Tax Commission courses: Course A - Assessment Practice in Utah; Course B - Fundamentals of Real Property Appraisal; and Course G - Personal Property Valuation; or must be a certified Residential Real Property appraiser and have satisfactorily completed the following Utah State Tax Commission courses: Course A - Assessment Practice in Utah; Course B - Fundamentals of Real Property Appraisal; Course C - Mass Appraisal of Land; and Course D - Building Analysis/Valuation. Must have a valid state driver's license, or ability to obtain one. Must be bondable. Must be able to sit or stand for extended periods as work requires input into computer system. Must be able to count money and make change accurately.

TOOLS AND EQUIPMENT USED 10-key, phone switchboard; personal computer including word processing and spreadsheet software; copy machine; fax machine; calculator, tape measure, computerized personal 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 frequently required to sit, climb, or balance, stoop, kneel, crouch or crawl, and talk or hear. The employee is occasionally required to walk; use hands to

finger, handle, or feel objects, tools, or controls; and reach with hands and arms. 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 weather 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 moderate to loud in the field.

**POSITION CLOSING ON March 29, 2013**

**APPLICATION AVAILABLE AT [www.co.weber.ut.us](http://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**