

ASSESSMENT RECORDS SPECIALIST II

CODES/PAY GRADE

Class Code: 4307

EEO Code: F

Pay Grade: 113

MAJOR FUNCTION

Advanced specialized property assessment records work involving the completion and process of applications and forms in the Office of the Property Appraiser including tax exemptions, exemption denials, and property tax returns.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs work of lower level.

Assists the public and answers questions concerning a variety of routine and complex problems regarding assessment and taxation. May be assigned to a specific area of the program.

Answers telephone inquiries.

Completes and processes exemption applications such as homestead, widow's disability and church. Reviews and qualifies classification of exemption based on income and eligibility. Calculates and verifies taxes. Verifies and runs out legal descriptions from deeds and tax statements.

Researches and completes unusual circumstances on property tax exemptions and exemption denials. Calculates and processes tax roll corrections and letters of errors and insolvencies. As required, writes correction certificates (credit slips). Changes and updates tax roll as authorized.

Audits personal property tax returns. Researches and investigates possible exemption fraud, including preparation of tax lien documents.

May complete complex data entry on the OASIS mainframe on-line computer system.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

All knowledge, skills and abilities of lower level.

(Assessment Records Specialist II continued)

Knowledge of Property Appraiser office practices, procedures and equipment. Knowledge of legal descriptions. Knowledge of assessment terminology and of the laws, statutes, regulations and procedures dealing with land assessment, taxation, and real estate.

Ability to read legal descriptions, plats, and section maps. Ability to follow oral or written instructions. Ability to follow and understand complex instruments. Ability to rewrite legal description of the residential land when a portion of the parent tract is sold. Ability to work with and for the general public. Ability to exercise independent judgement in evaluating situations. Ability to express oneself clearly and concisely to the public.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED certificate, and four (4) years experience in assessment records work or related field, two (2) of which are as an Assessment Records Specialist I.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend legal and technical documents, manuals and procedures; legal descriptions, maps, financial records; memos, reports, safety procedures, instructions. Ability to perform general mathematical functions. Ability to speak clearly and concisely relaying technical information to laymen. Ability to write letters, reports, summaries relaying information, data and details.