

Jurisdictional Class: Competitive
Adopted: August 14, 1991
Revised: July 9, 2010

REAL PROPERTY TAX SERVICE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of paraprofessional tasks in accordance with guidelines established by the State Department of Equalization and Assessment for the administration of a municipal property assessment program. An incumbent independently performs or assists in the preparation of assessment rolls, transfer of property, and related clerical duties. The work is performed under general supervision in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews and/or revises changes to the assessment rolls;
Assists assessors by demonstrating proper methods and procedures for maintaining and updating assessment records;
Files property inventory control and related records and updates data on sales, new construction, and periodic review of municipal properties;
Corrects errors on assessment rolls by changing data from property record and Assessor Reports;
May be responsible for balancing assessment rolls;
Show tax maps to property owners on request;
Responds to questions from property owners pertaining to all records in the office;
Assists in preparing various reports relating to property valuations;
Performs a variety of related duties in connection with the work of the agency involved;
Operates a computer and other office equipment in the performance of work duties.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of office terminology, procedures, and equipment;
Good knowledge of business arithmetic and English;
Working knowledge of building methods and real property values;
Working knowledge of modern property assessment methods;
Ability to read and understand property deeds, maps, and other documents of legal nature relating to property valuation and assessment work;
Ability to collect and record property valuation sketches, maps, and plans;
Ability to interpret simple sketches, maps, and plans;
Ability to deal effectively with the public;
Ability to operate a computer;
Ability to type accurately at an acceptable rate of speed;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in work involving familiarity with real property assessment records, real estate values, or title searching techniques.