

ASSESSMENT TECHNICIAN

Definition:

Under direct supervision, performs a variety of tax assessment duties to complete and maintain the property tax roll; provides support and service to other office sections and the public

Distinguishing Characteristics

Incumbents in this classification are assigned duties in support of professional appraisal personnel, typically performing routine and standardized technical functions within the office. This class is distinguished from the specialized clerical classes by the performance of duties that directly support the appraisal function for tax purposes.

Essential Functions:

- Analyzes legal documents to determine if a reassessable event for ad valorem tax assessment purposes has occurred.
- Reads and interprets legal descriptions in a variety of deeds and compares them with cadastral maps to identify the location.
- Verifies, maintains and inputs property and assessment records in accordance with established procedures and guidelines.
- Processes information regarding property ownership and sales data; inputs information into databases accurately.
- May appear as a witness in front of the assessment appeals board.
- Reviews business, aircraft and vessel property statements; learns to compare and proof details submitted for clarity, completeness and accuracy.
- Reviews and posts assessment values supplied by an appraiser or auditor appraiser.
- Operates a personal computer using various software systems.
- Prepares a variety of reports and correspondences.
- Performs general clerical duties that may include preparing, sorting and distributing mail, filing, and maintaining office supplies.
- Performs other job-related duties as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent

AND

Two (2) years of clerical work, this includes computer experience. One (1) year of the required experience may be substituted with for one (1) year of coursework (30 semester units or 45 quarter units) at an accredited college or university.

Knowledge of: applicable local, state, and federal laws, rules, and regulations; processes and procedures in assigned area of responsibility; such as general property tax assessment; standard office equipment and procedures; data entry techniques; customer service principles; filing techniques.

Ability to: learn and apply specific regulations, policies and techniques in gathering and processing data to be used for property tax assessment; perform basic mathematical calculations; interpret and apply both written and oral instructions; communicate effectively with others; establish and maintain good working relationships with superiors, co-workers and the general public; prepare reports; prepare records neatly, accurately and rapidly; analyze a variety of detailed information and formulate appropriate judgements; and make accurate comparisons and computations.

Additional Requirements:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.