

EMPLOYMENT ANNOUNCEMENT

Wasatch County Assessor's Office seeks full-time Assessment Analyst/Primary/Secondary Residence Specialist. (Grade G \$24.63-\$26.53 plus benefits package). This position works under general supervision performs a variety of clerical and administrative support duties as needed to expedite day-to-day operations of the Assessor's office, and processes applications for the Primary Residence Exemption. This is a full-time position that works Monday through Friday 8:00 AM-5:00 PM. Requires equivalent to High School Diploma, and two (2) years of experience in real estate, construction industry, and customer service related to the above duties. Copies of complete job description and Wasatch County Employment applications are available from the Wasatch County Personnel Office 55 S 500 E Heber City, Utah or online at www.wasatchcounty.gov/personnel. Completed application with Resume must be submitted to the Personnel Office at the above address or emailed to: personnel@wasatch.utah.gov by 5:00 PM Friday, April 25, 2025. Successful candidates must pass a criminal background check. Wasatch County is an Equal Opportunity Employer.

WASATCH COUNTY JOB DESCRIPTION

TITLE: Assessment Analyst / Primary/Secondary Residence Specialist
GRADE NUMBER: Grade G \$24.63-\$26.53
EFFECTIVE DATE: January 2020 Revised 04-2025
DEPARTMENT: Assessor's Office

JOB SUMMARY

Under general supervision performs a variety of clerical and administrative support duties as needed to expedite day-to-day operations of the Assessor's office, and processes applications for the Primary Residence Exemption. This is a full-time position that works Monday through Friday 8:00 AM-5:00 PM.

STEP AND GRADE CHARACTERISTICS

This is the primary classification level responsible to perform Primary/Secondary Specialist responsibilities.

ESSENTIAL FUNCTIONS

Reviews, processes, edits, and enters into computer system information impacting changes to property data from multiple sources, i.e., researches and assembles information from a variety of sources for use in the appraisal process. Locates property which has not been assessed and follows established procedures to make remedies and corrections.

Tracks data spreadsheets including assist with department budget tracking to include accounts payable processing and preparing authorizations for approval and payment.

Prepares, receives, and reviews homeowner residential exemption forms and applications; contacts homeowners; determines accuracy and validity of applications; processes applications according to established methods and procedures; manages databases and/or spreadsheet files; researches taxpayer information; acts as an information source to property owners and other interested parties in the field, at the information counter, and over the telephone. Performs back up front office duties to greet citizens who present to the office. Cross trains with Building Permit Tracking duties to expediate the duties and keep records up to date.

Performs difficult, complex technical and/or specialized support work which requires the exercise of independent judgment, the application of technical skills, and knowledge of detailed or specialized activities related to the department.

Works directly with taxpayers qualifying and removing properties for The Primary Residence Exemption. Additional duties include the retrieval of building permit applications from various municipal entities, and distribution of the building permits to the correct office personnel.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to establish and maintain positive work relations.

Working knowledge of all levels of office procedures and policies related to the Assessor's Office, basic policies and procedures related to the appraisal process; basic appraisal concepts and terminology; office machines and equipment, including computers and data entry; interrelationships of the various departments of county government; techniques for dealing with the public, in person or over the telephone.

Ability to perform specialized office support work; communicate effectively, verbally and in writing; perform routine mathematical calculations using percentages and fractions; apply and explain rules, policies, and procedures; organizing, maintaining, and researching departmental files; develop effective

working relationships with supervisors, subordinates, the public and those contracted in the course work; using initiative and independent judgment within established procedural guidelines; organizing own work, setting priorities and meeting critical deadlines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities. Must be able to perform a high volume of work while maintaining accuracy and adhering to statutory regulations and deadlines.

This position requires the ability to resolve unique issues that arise during the application and removal process. This individual will primarily work on assigned tasks independently and interact with various different county offices and office personnel to complete tasks.

PHYSICAL DEMANDS

Typically sit at a desk or table. Regularly walk, stand, or stoop. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds. Regularly drives a motor vehicle. Work for sustained periods of time maintaining attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, and does involve walking, standing, stooping, lifting, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

EDUCATION AND EXPERIENCE

Graduation from high school or equivalent;

AND

Two (2) years of experience as a clerk or technician involved in full performance clerical office work related to the above duties

LICENSING AND CERTIFICATION

Must possess current valid state of Utah Driver's License

Must successfully complete Utah Tax Commission's 501 Assessment Practices in Utah course within first twelve (12) months of hire

****This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**