

## EMPLOYMENT ANNOUNCEMENT

Wasatch County Assessor's Office seeks full-time Office Specialist II/Permit Tracker. (Grade F \$23.24-\$24.42 plus benefits package). This position provides first point of contact customer service and performs a variety of technical, complex, or specialized office and field support to appraisal teams, which involves inspection, verification, measuring, gathering data, tracking of a variety of records, permits, and documents, and other pertinent information required on real property for the county-wide property appraisal, assessment, and equalization programs. Requires equivalent to High School Diploma, One (1) year office skills training including computer, keyboarding, and telephone skills and two (2) years of experience as a clerk or technician involved in full performance clerical office work related to 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/employment](http://www.wasatchcounty.gov/employment). Completed application with Resume must be submitted to the Personnel Office by 5:00 PM Friday, May 23, 2025. Successful candidates must pass a criminal background check. Wasatch County is an Equal Opportunity Employer.

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## WASATCH COUNTY JOB DESCRIPTION

TITLE: Office Specialist II/Permit Tracker / Assessor's Office

GRADE NUMBER: Grade F \$23.24-\$24.42

EFFECTIVE DATE: January 2020 Revised: 05-2025

DEPARTMENT: Assessor's Office

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### JOB SUMMARY

Under direct supervision provides first point of contact customer service and performs a variety of technical, complex, and specialized office support to appraisal teams involving verification, data gathering, maintaining a variety of records and documents, and related duties as needed to organize and assemble data for the county-wide appraisal, assessment, and equalization program. This is a full-time position working Monday through Friday 8:00 AM-5:00 PM.

### STEP AND GRADE CHARACTERISTICS

This is the primary classification level responsible to perform customer service duties related to the office functions of permit tracking and BOE responsibilities for the Wasatch County Assessor's Office

### ESSENTIAL FUNCTIONS

Performs routine document scanning, electronic workflow procedures; complex database research; complex data input; collects sales information from multiple sources; confirms transactions.

Serves as front line worker for department-wide in bound telephone calls. Gathers relevant information from caller and processes call to correct location.

Obtains and tracks building permits from county and municipal departments and monitors the progress of the permits to make sure contributory value is correct throughout the building construction process.

Assists with Board of Equalization to distribute all inbound BOE requests to appraisers and monitors and reports to each assessor the status of BOE.

Coordinates with appraisal teams; organizes and prepares information for use by the appraisal teams; performs electronic workflow tasks as role dictates; maintains complex spreadsheets; prepares continuous high-volume outgoing mailings; processes high-volume received mail; answers in bound calls for the Assessor's office and assists public at the front desk.

Performs electronic annotations; organizes, edits, and moves documents and images in data management system; maintains database tables as assigned; prepares and maintains spreadsheets.

Confirms database information; researches and interprets complex parcel genealogy and ownership.

Perform routine manual and electronic filing; record legal documents, notarize documents as assigned; confirm document data; creates and formats spreadsheet to calculate data.

Provides first line contact with the general public; answers phones; assists callers and visitors; maintains office inventories and resources; manages database and/or spreadsheet files; opens and closes the office; secures daily financial records.

Additional duties include the retrieval of property change information from the Recorder's office processing this data and distribution of the correct personnel in the Assessor's office.

Performs other related duties as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

Ability to establish and maintain positive working relationships with those contacted through the course of employment.

Knowledge of modern office procedures and policies; office machines and equipment; procedures and methods related to filing and documenting; computers, data entry; interrelationships of the various departments of county government; legal descriptions; statistics; software applications including Excel, Access, Word, PowerPoint, Publisher, scanning software; communication skills and telephone etiquette. Some knowledge of the principles of property appraisal and tax assessment.

Ability to communicate both in writing and interpersonal skills dealing with property owners.

### **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. 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. One (1) year office skills training including computer, keyboarding, and telephone skills. Two (2) years of experience as a clerk or technician involved in full performance clerical office work related to office work of the above duties.

Must possess current valid state of Utah Driver's License

**\*\*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.**