



CLASS SPECIFICATION

Class Title: Personal Property Team Lead
Department: Assessor
FLSA: Non-exempt

Class Code: 2282
Grade: 22
Eff. Date: 02/04/2011
Revised: 07/26/2022

GENERAL PURPOSE

Under general supervision from the Chief Deputy Assessor, performs technical duties in managing the appraisal and assessment of business personal property for Davis County.

EXAMPLE OF DUTIES

Coordinates, assigns, reviews and evaluates the work of subordinate staff to ensure the team meets established performance standards.

Makes recommendations on hiring employees. Trains employees; initiates disciplinary action as directed and in compliance with County Policies and Procedures and practices; schedules and approves vacation and sick leave to facilitate the department's ability to meet organizational goals. Conducts employee performance appraisals to determine achievement of performance objectives. Consults with employees regarding job performance to ensure employees are informed of all concerns with regard to performance expectations. Addresses performance problems in a timely manner, and reports concerns to the Chief Deputy or County Assessor. Ensures department personnel adhere to all applicable state laws and County policies.

Communicates department and county policy and procedures to all team members and monitors compliance. Maintains confidentiality of managerial information, commercial data, and personal property accounts.

Maintains team production records to ensure completion of assessment work by deadlines. Maintains reasonable and necessary knowledge of operations within the offices of the Clerk/Auditor, Treasurer, Recorder and other departmental divisions enabling appropriate follow through with programs and problems during the personal property appraisal process.

Supervises all processes associated with personal property businesses, implementation of State audits on businesses, valuation of value-based motor vehicles, dealer inventory lists, and districting of all motor vehicle transactions and valuation of mobile/manufactured homes.

Provides customer service to taxpayers in person and on the telephone; answers questions regarding personal property taxes including how equipment is classified, how it depreciates, how taxes are calculated and the tax amount due. Provides information about motor vehicle value-based assessment and age-base fee.

Assists the public with the filing of business personal property signed statements, lease statements, or other personal property statements; audits and enters data received ensuring correct property codes, percent good rates, calculations, and quantities; documents discrepancies between what has been filed and the assessed value of the property as updated.

Works with Chief Deputy Assessor or County Assessor to develop forms, letters and other correspondence mailed from the Personal Property Division. Schedules and directs the mailing of personal property requests for signed statements.

Approves refunds of personal property tax on corrected assessments. Meets with customers to resolve disputes regarding personal property tax assessments and collections. Represents the Assessor's office at the Board of Equalization regarding personal property assessment appeals. Reviews personal property assessment appeals filed with the Board.

Assists and leads team members in the operation of the Board of Equalization and State Tax Commission personal property appeals in accordance with policies and procedures set by the County Assessor, County Commission, State Tax Commission, and/or State laws and regulations. Answers questions from taxpayers or recommends appropriate resources in a timely manner; ensures all Board of Equalization complaints are acted upon in a timely manner.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High School graduation plus four (4) years of real or personal property appraising, accounting, or other closely related field and two (2) years of cumulative supervisory/management experience leading a team or department. A Bachelor degree in accounting, finance, math, management or closely related field may be substituted for experience.

Preference given for professional appraiser license.

2. Special Qualifications:

Must become certified as an Ad Valorem Personal Property Auditor/Appraiser with the Utah State Tax Commission within twenty four (24) months of hire date; must maintain designation by completing 14 hours of approved continuing education every two (2) years.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: personal property valuation methodology; current personal property appraisal/taxation laws and regulations; factors affecting personal property values; principles, methods, and practices of effective supervision; County policies and procedures; bookkeeping and accounting principles; basic business mathematics and personal property auditing practices.

Skill in: using all applicable computer hardware and software programs/applications including Microsoft Word and Excel; using common office equipment including a multi-function copier, fax machine, multi-line telephone and 10-key calculator.

Ability to: coordinate multiple activities; maintain confidentiality of managerial information, commercial data, and personal property accounts; prepare complex reports; efficiently use all applicable computer hardware and software;; respond appropriately and professionally with confrontational taxpayers and in other stressful situations; exercise independent judgment; perform mathematics functions in assessing personal property; follow written and oral instructions; communicate effectively orally and in writing; establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

WORKING CONDITIONS

Work for sustained periods of time at a computer and maintain concentrated attention to detail; lift, carry, or otherwise move objects weighing up to 25 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***