

**PROPERTY TAX TECHNICIAN II****NATURE OF WORK IN THIS CLASS:**

This is complex technical work involved in real property tax assessment work.

Employees in this class perform the full range of complex technical duties, including independent work in specialized areas of the profession, and may lead the work of subordinate employees.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Makes updates and enters new assessment records of land and building into the computer to be included in the current assessment roll.

Computes land and building tax assessment based on the appraised and assessed value of real property for tax purposes.

Processes application for equalization and correction of the assessment roll, redemption on delinquent property assessments, real property tax refund.

Explains to the taxpayers and the general public pertinent provisions of the law, assessment regulations, penalty fees and other information relative to real property tax.

Researches, computes and prepares redemption application on delinquent assessment for the taxpayer or lending institutions.

Re-evaluates land and building to correspond with the current market value on individual assessment record cards and computes for tax purposes.

Prepares an abstract of title for any correction required by a recorded document; researches, computes and provides analysis of tax status.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of office practices and procedures.

**PROPERTY TAX TECHNICIAN II**  
**PAGE 2**

Knowledge of real property tax assessment methods and practices.

Ability to interpret and apply real property tax laws, regulations, procedures and other program guidelines.

Ability to make arithmetic computations.

Ability to explain program guidelines to the public.

Ability to read and understand recorded documents on property transactions relevant to tax assessment.

Ability to make decisions in accordance with program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to operate standard office machines and equipment, including the computer terminal.

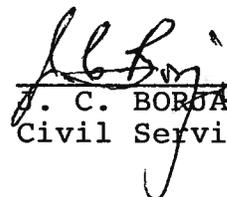
Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Three years of experience in tax assessment or appraisal work and graduation from high school; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 26

  
\_\_\_\_\_  
J. C. BORJA, Executive Director,  
Civil Service Commission