

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

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

Employees in this class perform routine technical duties independently after initial training and work under close supervision on complex developmental assignments.

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.)

Compiles real property data such as sales transactions, lease and changes of ownership on land and building as recorded.

Prepares record cards on all land and building assessments for entry into the computer.

Adjusts land or building values when deemed necessary to correspond with the current market value and computes real property tax accordingly.

Performs window service to the public, giving information pertaining to real property tax procedures and requirements.

Researches, computes and provides analysis of tax status.

Maintains property tax assessment records.

May perform incidental typing on forms.

Operates calculating machines.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures.

Ability to learn and apply property tax laws, regulations, assessment procedures and other program guidelines.

Ability to make arithmetic computations.

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

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Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records.

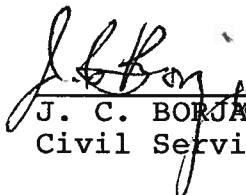
Ability to operate standard office machines and equipment.

MINIMUM EXPERIENCE AND TRAINING:

- a) Two years of general experience in clerical or administrative work involved in searching for and compiling information and data, reviewing applications and forms for completeness and accuracy, and performing arithmetic computations and operation of office machines, 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: 20



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