

## CLAY COUNTY JOB DESCRIPTION

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**Position Title:** Personal Property Technician      **FLSA:** NE

**Department:** Assessor      **Level:** 13

**Reports To:** Supervisor or Director

**Date:** 2/2006

**Revised:** 2/2007

**Primary Responsibilities:**

Creates/changes/edits/deletes personal property valuation records according to state statutes of Missouri and established appraisal techniques.

**Essential Duties and Responsibilities:**

- Converses with taxpayers in person to create new records and apply taxing entity codes.
- Converses with taxpayers in person or by telephone to edit/change/delete existing records.
- Examines and verifies taxpayers declaration forms, renditions, and related documents.
- May interview and solicit pertinent information from business owners and/or their accounting/financial representatives.
- Determines appropriateness and issues tax waivers.
- Reviews taxpayers' history and applies penalties.
- Contacts other state agency offices to research and verify declaration information.
- Scans and files hard copy records.
- Provides backup to related positions.

**Minimum Qualifications:**

- Must have a high school diploma or equivalency including accounting principles.
- One year to three years of increasingly responsible related experience or any equivalent combination of related education and experience
- Ability to operate personal computer and keyboard with speed and accuracy, 10-key proficiency is desired.
- Ability to comprehend and follow detailed instructions.
- Ability to communicate clearly and concisely using discretion and judgment.

- Ability to perform mathematical calculations with speed and accuracy.
- Ability to work rapidly and accurately while processing a volume of documents.
- Ability to establish and maintain working relationships with taxpayers, their representatives, and other employees.
- Must possess a valid state driver's license
  
- **Desired Qualifications:**
  
- Prior directly related work experience with another municipality.

Approved By:

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Department Head/Appointing Official    Date

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Director – Human Resources                      Date