

CLAY COUNTY JOB DESCRIPTION

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.
- 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:

Department Head/Appointing Official Date

Director – Human Resources Date