General Statement of Duties

Performs standard level work conducting routine business personal property valuation by researching, analyzing, preparing, and processing personal property tax declarations for valuation and tax collection purposes; provides routine to complex information on assessment processes and applicable state and local personal property tax laws.

Distinguishing Characteristics

This is the second out of three classifications in a progressive class series for Personal Property Analysts. The Personal Property Analyst I performs entry level work assisting with and learning how to conduct business personal property valuations. The Personal Property Analyst III performs full performance level work conducting routine to complex business personal property valuations. The Personal Property Analyst III is also responsible for representing the City in personal property valuation appeals and maintaining and updating data on state tax codes and tables.

The Personal Property Analysts are distinguished from the Staff Tax Auditor, which entry-level through standard level auditing work applying generally accepted accounting principles and auditing standards in conducting financial and tax compliance audits of entities engaged in business in Denver.

Next, the Personal Property Analysts are distinguished from the Tax Analyst, which researches, analyzes, prepares, and processes claims for payments of outstanding taxes owed to the city.

Finally, the Personal Property Analysts are distinguished from the Real Property Appraiser Technician, which supports the work of Real Property Appraisers by performing paraprofessional real estate valuation and database maintenance.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.
Level of Supervision Exercised

None

Essential Duties

Performs routine field investigations to identify new businesses and verify existing businesses; to identify personal property; and to verify ownership, registration, and compliance with personal property assessment statutes.

Provides routine to complex information to business owners, other jurisdictions, and city agencies on personal property assessment process and explains state and local personal property tax laws.

Conducts routine on-site inspections of personal property to estimate the value of assets; performs calculations to determine asset value, taxable rate and category, and tax exemption status utilizing established procedures, manuals, and tax tables.

Verifies and evaluates routine personal property sales by researching permits, correspondence, and public records to obtain information and reviewing assessment files for changes in property information.

Analyzes and compares current and prior taxpayer information to determine if changes in asset listings have occurred; prepares additional tax assessments, when appropriate.

Compiles personal property data for the purpose of taxation; prepares routine personal property tax declarations, which includes verifying the correctness of taxes owed and calculating late filing penalties, when applicable.

Processes routine personal property tax declarations by reviewing and analyzing information submitted by business owners; classifies and lists assets for property valuation purposes per statutory requirements.

Evaluates and processes routine to complex personal property valuation protests, which includes working with business owners to address issues and concerns of taxation.

Reviews routine personal property valuation appeals and prepares materials for valuation defense, which includes a formal response to protests, appeals, and complaints.

Participates and learns the process of representing the City at Board of Equalization, Board of County Commissioners, and Board of Assessment Appeals hearings.

Prepares and maintains personal property case files to include records of correspondence.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.
Problem-Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Knowledge & Skills**

Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.

Knowledge of research techniques sufficient to be able to determine what information is needed, gather and analyze desired information, and input information.

Knowledge of state statutes sufficient to be able to disseminate information, determine assessable property, and enforce compliance.

Skill in interpreting the contents of taxpayer submitted accounting information and asset listing and determining the appropriate classification for property assessment purposes.

**Education Requirement**

Associate’s Degree in Business Administration, Accounting, or a related field.

**Experience Requirement**

Two (2) years of clerical experience to include one year of experience at the type and level of the Personal Property Analyst I.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls and inquiries.
Subject to many interruptions.
Temperature Changes: variations in temperature from hot to cold.
Atmospheric Conditions: conditions that affect the skin or respiratory system.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)
Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one’s feet in an upright position.
Walking: moving about on foot.
Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping, or otherwise working with the hands.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Eye/hand/foot coordination: performing work through using two or more.
Near Acuity: ability to see clearly at 20 inches or less.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Education Verification
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-614
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: