General Statement of Duties

Performs entry level work assisting with and learning how to conduct business personal property valuation; provides routine information on assessment processes and applicable state and local personal property tax laws.

Distinguishing Characteristics

This is the first out of three classifications in a progressive class series for Personal Property Analysts. The Personal Property Analyst II performs standard level work conducting routine 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

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received & Quality Review

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communication & Purpose

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised

None

Essential Duties

Assists with and learns how to conduct field investigations for the purpose of identifying/verifying businesses and personal property and verifying ownership, registration, and compliance with applicable statutes.
Provides routine information to business owners, other jurisdictions, and city agencies on personal property assessment process; assists with providing explanations of state and local personal property tax laws.

Assists with and learns how to conduct on-site inspections of personal property to estimate the value of assets; assists with performing calculations to determine asset value, taxable rate and category, and tax exemption status utilizing established procedures, manuals, and tax tables.

Under direct supervision, compiles personal property data for the purpose of taxation and prepares personal property tax declarations.

Under direct supervision, processes personal property tax declarations by reviewing and analyzing information submitted by business owners; learns how to classify and list assets for property valuation purposes per statutory requirements.

Under direct supervision, evaluates and processes routine personal property valuation protests.

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

Receives training and instruction on the interpretation and application of state tax code and tables and on assessment internal processes and programs.

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**

**Arithmetic** – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

**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.

**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.

**Speaking** – Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

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

**Knowledge & Skills**

Knowledge of standard office practices and procedures sufficient to be able to process various types of paper work associated with office support duties.

Skill in utilizing computer software to accomplish a variety of tasks.

**Education Requirement**

Associate's Degree in Business Administration, Accounting, or a related field.
## Experience Requirement

Two (2) years of clerical experience supporting professional accounting or assessment activities.

## 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
By position, Motor Vehicle Record

## Assessment Requirement

None
Probation Period

Six (6) months.

Class Detail

Pay Grade: V-612
FLSA Code: N
Management Level: 10
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: