**General Statement of Duties**

Performs entry-level work assisting with and learning the techniques necessary to conducting business personal property asset appraisals and valuations and providing taxpayers with routine information on assessment processes and explains applicable state and local tax statutes.

**Distinguishing Characteristics**

The Personal Property Appraiser I is an entry-level classification used to train and develop employees to perform business personal property asset valuations.

The Personal Property Appraiser II is an intermediate-level classification that performs routine work conducting business personal property asset valuations.

The Personal Property Appraiser III is a full performance level classification that performs complex work conducting business personal property asset valuations.

The Personal Property Appraiser Supervisor is responsible for the supervision of Assessment Personal Property Technicians and overseeing taxpayer protests and appeals.

**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.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry or place which may include making gross discriminations as to size, color or readily observable conditions.

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 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**

Learns in the techniques necessary to conduct business personal property asset appraisals and valuations, provides taxpayers with routine information on assessment processes, and maintains taxpayers accounts, which includes making corrections and updating account contact information and preparing taxpayer notifications.
Works with stakeholders both internal and external to the city to explain business personal property appraisal and valuation processes and procedures and explains state and local statutes regulating the taxation of assets.

Assists with and learns how to conduct field investigations to identify new businesses and verifying existing businesses, which includes confirming business ownership, registration, and updating business taxpayer account records.

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

Under direct supervision, compiles personal property data for the taxation of business assets and prepares personal property tax declaration valuations.

Under direct supervision, processes personal property tax declarations by reviewing and analyzing information submitted by business owners; learns how to classify 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 correspondences.

Receives training and instruction on the interpretation and application of state tax codes and tables and trains on internal assessment processes and procedures.

Performs other related duties as assigned.

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

**Analyzing** – Analyzes data and all other sources of information, patterns, and relationships. Demonstrates an understanding of how one issue may be a part of a much larger system.

**Arithmetic** – Performs computation 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.

**Customer Service** – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

**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; considering 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 and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

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

**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 to be able to determine what information is needed, gather and analyze desired information, and input information.

Knowledge of state statutes 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 degree in business administration, accounting, real estate, or a related field of study.

**Experience Requirement**

Two (2) years of clerical level experience performing basic accounting, customer service, explaining rules and regulations, or experience in assessment personal property valuation.

**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 for all classifications.

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.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Temperature Changes: Variations in temperature from hot to cold when working in the field.

**Level of Physical Demand**

1-Sedentary Work (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).

- **Color vision**: ability to distinguish and identify different colors.
- **Depth Perception**: ability to judge distances and space relationships.
- **Eye/Hand/Foot Coordination**: performing work using two or more.
- **Handling**: seizing, holding, grasping, or otherwise working the hand(s).
- **Hearing/Talking**: Hear and determine direction of sound.
- **Hearing**: perceiving the nature of sound by the ear.
- **Lifting**: raising or lowering objects weighing no more than 10 pounds, from one level to another.
- **Sitting**: in sitting position to write a report, vehicle patrol, and the public contact.
- **Sitting**: remaining in the normal seated position.
- **Talking**: Expressing or exchanging ideas by means of spoken words
- **Vision Far acuity**: ability to see clearly at 20 feet or more.
- **Vision Near acuity**: ability to see clearly at 20 inches or less.
- **Walking**: moving about on foot.
- **Written Comprehension**

### Background Check Requirement

- Criminal Check
- Employment Verification
- Education Check
- By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

- **Pay Grade**: V-614
- **FLSA Code**: N
- **Management Level**: 10
- **Established Date**: 9/22/2019
- **Established By**: John Hoffman
- **Revised Date**:
- **Revised By**:
- **Class History**: 