



Office of Human Resources  
Personal Property Appraiser I - CV3173  
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### 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.

### 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**

**Established Date: 9/22/2019**

**Established By: JH**

**Revised Date:**

**Revised By:**

**Class History:**