

**POSTING IS REQUIRED**

**Classification Notice No. 1369**

To: Agency Heads and Employees  
From: Nita Henry, Executive Director  
Date: October 3, 2012  
Subject: Proposed Change to the Classification and Pay Plan

**The proposed change amends the Classification and Pay Plan by adding Personal Property Analyst I (612-V) and Personal Property Analyst III (616-V). We are also changing the title of Personal Property Analyst to Personal Property Analyst II (614-V).**

The Assessment Division within the Department of Finance requested that CSA create a progressive series for its Business Personal Property unit. As progressive classification series as defined by Career Service Rule 7-34F “consists of entry, developmental and full performance level classifications where the levels of the duties are different, but the types of duties and nature of the work are the same.” A progressive class series also delegates authority for reallocation to the appointing authority.

Currently, a single classification, Personal Property Analyst, exists. The creation of the Personal Property Analyst progressive series allows the Assessment Division to meet changing business needs. The class series provides an entry level classification that will assist with attracting and develop talent in the future. The class series also provides a full performance classification that is responsible for conducting complex business personal property valuations, working on special projects, and representing the City in personal property valuation appeals.

The current Personal Property Analyst was revised and updated to reflect a standard (or developmental) level performance classification. It is recommended to change the title to Personal Property Analyst II to reflect the placement of the classification in the new progressive series.

**NEW CLASSES**

<b><u>Job Code</u></b>	<b><u>Classification Title</u></b>	<b><u>Pay Grade &amp; Range</u></b>
CV2730	Personal Property Analyst I	612-V (\$34,500-\$50,370)
CV2731	Personal Property Analyst III	616-V (\$41,221-\$60,183)

**TITLE CHANGE**

<b><u>Job Code</u></b>	<b><u>Current Classification Title</u></b>	<b><u>Proposed Classification Title:</u></b>	<b><u>Pay Grade &amp; Range:</u></b>
CV1991	Personal Property Analyst	Personal Property Analyst II	614-V (\$37,711-\$55,058)

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board.”

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

**Public Notice of Changes:**

The scheduled time for the public hearing is **Thursday October 18, 2012 9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

**Note:** Please submit any questions or comments on this proposal in writing to Bruce Backer [bruce.backer@denvergov.org](mailto:bruce.backer@denvergov.org), Career Service Authority, in care of Alena Martinez [alena.martinez@denvergov.org](mailto:alena.martinez@denvergov.org) by 8:00 a.m. on **Wednesday, October 17, 2012**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo [frances.trujillo@denvergov.org](mailto:frances.trujillo@denvergov.org) at (720) 913-5609 no later than noon on **Tuesday, October 16, 2012**.



# Career Service Authority

## Personal Property Analyst I

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### GENERAL STATEMENT OF CLASS 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 and 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 Communications and 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.

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**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; relates well to different people from varied backgrounds and different situations.

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

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and 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.

**Writing** – Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Reasoning** – Identifies rules, principles, or relationships that explains facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands and evaluates technical information related to the job; advises others on technical issues.

**Self-Management** – Sets well-defined and realistic personal goals, displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Problem-Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Decision Making** – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish goals; causes change.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

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.

**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.

**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.

**Education Requirement:**

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

**Experience Requirement:**

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

**Education/Experience Equivalency:**

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

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

**Licensure and/or Certification:**

Possession of a valid Colorado Class "R" driver's license by the completion of probation.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** xx/xx/2012

**ESTABLISHED BY:** Melissa Fisher

**REVISED DATE:**

**REVISED BY:**

**CLASS HISTORY**            This is a new classification.



## Career Service Authority

# Personal Property Analyst II

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### GENERAL STATEMENT OF CLASS 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 and 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 Communications and 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.

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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.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**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; relates well to different people from varied backgrounds and different situations.

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

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and 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.

**Writing** – Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Reasoning** – Identifies rules, principles, or relationships that explains facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands and evaluates technical information related to the job; advises others on technical issues.

**Self-Management** – Sets well-defined and realistic personal goals, displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Problem-Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Decision Making** – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish goals; causes change.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

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

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

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.

**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.

### **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.

### **Education Requirement:**

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

### **Experience Requirement:**

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

### **Education/Experience Equivalency:**

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

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

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" driver's license by the completion of probation.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 9/16/1995

***REVISED DATE:*** xx/xx/2012

***REVISED BY:*** Melissa Fisher

***CLASS HISTORY***

2007: Per department request, job specification was updated to further clarify duties and responsibilities.

2011: The General Statement of Duties, Essential Duties, competencies, and minimum qualifications were revised and updated. Title changed to Personal Property Analyst.

2012: The General Statement of Duties, Essential Duties, competencies, and minimum qualifications were revised and updated. Title changed to Personal Property Analyst II; single classification turned into three classification progressive class series.



## Career Service Authority

# Personal Property Analyst III

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### GENERAL STATEMENT OF CLASS DUTIES

Performs full performance level work conducting routine to complex business personal property valuation by researching, analyzing, preparing, and processing personal property tax declarations for valuation and tax collection purposes; provides complex and/or specialized information on assessment processes and applicable state and local personal property tax laws; prepares for and represents the City in personal property valuation appeals; and maintains and updates data on state tax codes and tables.

### DISTINGUISHING CHARACTERISTICS

This is the third 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 II* performs standard level work conducting routine business personal property valuations.

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 but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to

instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

***Level of Supervision Exercised:***

By position, performs lead work over employees classified as Personal Property Analyst I and II.

**ESSENTIAL DUTIES**

Performs routine to complex 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 complex and/or specialized 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 to complex 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 to complex 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 to complex personal property tax declarations, which includes verifying the correctness of taxes owed and calculating late filing penalties, when applicable.

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

Receives and reviews state assessments for businesses that cross county lines; prepares information for protest of state assessments, if errors are detected; and enters final state assessment information into valuation system.

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

Represents the City at Board of Equalization, Board of County Commissioners, and Board of Assessment Appeals hearings and testifies in court, as needed.

Maintains and updates assessment database with new state tax codes and tables.

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

By position, performs lead work over employees classified as Personal Property Analyst I and II.

By position, performs work on special projects that focus on supporting assessment operations.

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.

## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**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; relates well to different people from varied backgrounds and different situations.

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

**Listening** – Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and 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.

**Writing** – Recognizes or uses correct English grammar, punctuation and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Reasoning** – Identifies rules, principles, or relationships that explains facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Arithmetic/Mathematical Reasoning** – Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formulas and percentages.

**Information Management** – Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands and evaluates technical information related to the job; advises others on technical issues.

**Self-Management** – Sets well-defined and realistic personal goals, displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Problem-Solving** – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Decision Making** – Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish goals; causes change.

**Customer Service** – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

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

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

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.

**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.

### **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.



***Education Requirement:***

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

***Experience Requirement:***

Three years of clerical experience to include one year of experience at the type and level of the Personal Property Analyst II.

***Education/Experience Equivalency:***

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

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" driver's license by the completion of probation.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt  
***ESTABLISHED DATE:*** xx/xx/2012  
***ESTABLISHED BY:*** Melissa Fisher  
***REVISED DATE:***  
***REVISED BY:***  
***CLASS HISTORY*** This is a new classification.