



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Lead Personal Property Specialist</u>	NEW: _____	REVISED: <u>X</u>
		(Please check one)
REPORTS TO: <u>Assessor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>06/2019</u>
DEPARTMENT: <u>Assessment</u>		JOB CODE: <u>602</u>

SUMMARY:

With general supervision, assigns and reviews the work of the personal property clerks, assesses taxable personal property in Boone County in accordance with State law, and provides customer service to taxpayers.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assesses all Boone County business personal property by calculating the depreciation of furniture, fixtures and equipment using standard depreciation tables and MACRS depreciation guidelines; works with State Reciprocity Apportionment for large tractor/trailers; calculates the value and figures the apportionment. Investigates incomplete or inaccurate information provided to the Assessor’s Office and contacts appropriate parties to gather correct information. Assists with non-business personal property, automobile registration, real estate, and mapping.

Provides customer service to the public, including updating taxpayer information and preparing personal property tax statements. Evaluates and issues tax waivers. Grants extensions for the filing deadline for businesses; sends form letters to taxpayers; corresponds and responds to tax representatives on behalf of their clients; enters sales information for the Chief Appraiser; sends out sales questionnaires to new owners and enters new data received.

Prepares Personal Property Declarations and mails to taxpayers; scans documents; records in log books. Sends out monthly email updates to contractors working on County projects.

Assists in training staff and provides guidance on more complex situations.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of County and state laws and regulations governing personal property.
2. Considerable knowledge of Boone County policies and procedures.
3. Skill in research, writing, and communication sufficient to resolve conflict, convey complex information, and advance the work of the Assessor's Office.
4. Skill in supervising office staff, and in organizing, scheduling and reviewing work.
5. Skill in the use of personal computers, especially of appraisal and office software.
6. Skill in analysis, problem solving, and mathematics.
7. Skill in working with and applying mathematical concepts such as percentages, ratios, and proportions to practical situations.
8. Skill in developing and maintaining cooperative working relationships with other County Departments.
9. Ability to work independently and use good judgment.
10. Ability to multi-task with frequent interruption, prioritize work assignments, and resolve novel problems while maintaining excellent customer service
11. Skill in presenting information and responding to questions from the public.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED and three years secretarial/office management experience; ability to type 45 wpm.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.