



Assessment Coordinator

Class Code:
34061

Bargaining Unit: None

COUNTY OF SUMMIT
Established Date: Aug 7, 2014
Revision Date: Aug 4, 2014

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EXHIBIT B

SALARY RANGE

\$16.17 - \$22.60 Hourly
\$1,293.60 - \$1,808.00 Biweekly
\$33,633.60 - \$47,008.00 Annually

DESCRIPTION:

Under direction; performs complex administrative and clerical duties in support of the assessment of properties related to commercial, industrial and residential sanitary sewer service; provides specialized clerical support on behalf of designated supervisory, managerial or administrative positions; coordinates assigned programs, projects and other services with other County departments, political subdivisions and other outside agencies; provides specialized information and assistance to the public. Performs other related duties as required.

JOB DUTIES:

The duties listed below are intended to depict tasks performed by this classification.

Performs specialized technical duties to support the preparation, processing and maintenance of the assessment roll, including compiling, reviewing and checking the accuracy of the data from various sources to ensure accurate assessment of commercial, industrial and residential property with sanitary sewer.

Gathers, assembles, updates and distributes a variety of department specific information, forms, records, documentation, permits and data as requested; enters information into appropriate databases. Conducts research of and applies Federal and State codes and statutes and other regulatory policies and procedures related to assessment of property.

Responds to complaints and requests for information; assists in interpreting and applying complex regulations, policies, procedures, systems, rules and other precedents in response to inquiries from other County departments, various agencies and the public; directs callers to appropriate County Staff; screen calls, assists public at the front counter and directs public to appropriate locations/staff.

Attends meetings, conferences, workshops and training sessions and reviews publications and materials to remain current on principles, practices and new developments in assigned work area.

Performs other related duties as required.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Completion of secondary education plus four (4) years experience in accounting or sanitary sewer operations or customer service, or equivalent combinations of training and/or experience.

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KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of State revenue and taxation laws governing the preparation and processing of assessment of property; applicable codes, regulations, policies technical processes and procedures related to the department*; principles and practices of data collection and report preparation; computer applications related to the work*; techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. **Ability to** Organize, maintain and update all office database and records systems; make accurate arithmetic, financial and statistical computations; make sound, educated decisions; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; operate modern office equipment including computer equipment and specialized software applications programs and establish and maintain effective working relationships with those contacted on the job.

(* Indicates developed after employment)