



# THE COUNTY OF SUTTER

## Invites Applications for

### FINAL FILING DATE:

**February 23, 2018**

### ASSESSMENT TECHNICIAN II

**\$17.24 - \$21.47/Hourly\***

(\*Salary effective 3/3/18)

*A typing certificate is required for this position & must be submitted with your application.*

**THE POSITION:** There are currently two vacancies on a 9/80 work schedule that will be filled at either the Assessment Technician I or II level depending upon qualifications. *To be considered, applicants must apply for each level they feel they are qualified for. The eligible list established from this recruitment may be used to fill any future opening(s) in this class for up to nine months.*

Under direction, performs responsible clerical control work in reviewing and processing assessment records.

**JOB DUTIES:** Performs customer service functions by providing information and assistance in person and by telephone; assists customers in preparing/filing property documentation; checks property statements, forms, records, and other assessment material for accuracy, completion and conformance with established procedures; compiles and maintains assessment records for airplanes and boats, classifying and determining assessed values; performs research to determine property ownership and to discover new businesses; prepares business questionnaires to identify personal property; prepares and mails business property statements; supervises the review, posting, and filing for the Secured Roll; maintains homeowner exemption program including mailing, verifying, and processing of claims and approval of exemptions; performs periodic reconciliation of homeowner exemption program; maintains disabled veterans' exemption program including verification of claims and approval of exemptions; distributes, receives and processes welfare, church, cemetery and school exemption claims; checks for accuracy and posts exemptions in computer program; reviews secured and unsecured files for accuracy; researches returned mail, makes address corrections and forwards to taxpayers; copies and distributes maps, correspondence, reports, and related documents; operates a computer to research and/or update database information; performs data entry functions by entering, modifying and reviewing data in computer system; prepares and/or generates various correspondence and documentation; reviews various documentation and processes, forwards, or takes other action as appropriate; assembles and updates materials; maintains inventory of departmental supplies and initiates requests for new or replacement materials; assists in monitoring departmental expenditures; answers the telephone, provides information, takes messages and/or directs calls as appropriate; responds to requests for information or assistance; provides direction and guidance to other workers as assigned; receives moneys in payment for maps and other documents; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records.

**MINIMUM QUALIFICATIONS:** The following are the minimum qualifications for this position. Possession of these qualifications does not ensure that an applicant will be interviewed. Applications will be reviewed in comparison with all other applications received.

**Knowledge of:** Principles, procedures and practices of financial and statistical record keeping; modern office practices and procedures including filing and record keeping methods; principles of supervision; assessment practices, procedures and terminology as related to clerical activities; basic mathematics; standard office equipment; and basic computer applications and techniques.

**Ability to:** Interact effectively with taxpayers, the general public, employees, and others; interpret and apply specific laws and regulations, office policies and procedures; assign and supervise the work of others; interpret and draw logical conclusions from a variety of financial and statistical information; prepare and maintain complex records and data; perform clerical work of average difficulty; make arithmetical calculations with speed and accuracy; read and interpret deeds and abstracts; operate standard office equipment; type at 40 words per minute; and utilize various computer software programs relevant to the position. *A typing certificate is required for all recruitments even if typing is not required for the current open position.*

**Education and Experience:** Equivalent to three years of general clerical experience, at least two years of which must have included the performance of assessment clerical duties or two years of Assessment Technician I experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

**Special Requirements:** *Essential duties require the following physical skills and work requirements:* Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as using a computer, typing, data entry or use of other office equipment or supplies.

The recruitment process for this position includes completing an application, participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process, and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

# Typing Certificates

**A Typing Speed of 40 wpm is required for the Assessment Technician I, II or III position**

Sutter County will accept typing certificates from bona fide agencies provided they meet the requirements stated below.

Sutter County **will not** accept typing certificates from online typing certificate companies.

**Each of these items must be seen or indicated on your typing certificate:**

- Your first and last name
- Agency Letter Head
- Signed and dated by test administrator (Must be within one year)
- Minimum 3 minute typing test (internet and/or online tests are NOT acceptable)
- Gross Words Per Minute including the number of errors and/or % of accuracy -OR- Net Words per Minute

**If any of this information is not on the certificate, it will not be accepted.**

**Typing Certificates are accepted from the following:**

- Employment Agencies (may be subject to fees)
- Other Counties
- One Stop Employment Services

**Information on nearby agencies:**

Sutter County One Stop  
950 Tharp Road  
Building 1000  
Yuba City, CA 95993  
530-822-5120

\*\* Testing Administered:  
Monday-Friday  
9:00-5:00 pm

Yuba County One Stop  
Resource Room  
1114 Yuba Street  
Marysville, CA 95901  
530-749-4918 or 749-4893

\*\* Testing Administered:  
Monday-Friday  
8:30 - 5:00 pm

\*\* No appointment necessary

\*\* Schedule is subject to change please call to confirm.



SUTTER COUNTY HIGHLIGHTS

Sutter County is a major agricultural center located in Northern California approximately 50 miles north of the State Capitol, Sacramento. The County, bounded by the Sacramento and Feather Rivers, encompasses 608 square miles and provides easy access to the Lake Tahoe and San Francisco areas. Mountains and lakes offering unlimited recreational opportunities are abundant. Sutter County is a general-law county with a population of approximately 97,000 and includes two incorporated cities, Yuba City and Live Oak. There are 19 department heads and 900 positions with an annual budget of 241 million dollars.

HOW TO APPLY

Eligible applicants are **REQUIRED** apply online at [www.CalOpps.org](http://www.CalOpps.org)

Applicants may also attach any additional information in resume form.

For additional information, please visit our website @ [www.suttercounty.org](http://www.suttercounty.org)

Or contact

Sutter County Human Resources

1160 Civic Center Boulevard, Suite B

Yuba City, CA 95993

Phone (530) 822-7113

FAX (530) 822-7191

E-mail [hr@co.sutter.ca.us](mailto:hr@co.sutter.ca.us)

TDD access through CA Relay Service: 1-800-735-2929

SELECTION PROCEDURE

The applications will first be reviewed for minimum qualifications. All applications meeting the minimum qualifications will be referred to a screening committee. Those candidates with the most directly related experience, education and training may be invited to a written, performance and/or oral examination. Up to ten ranks of the most outstanding candidates will be referred for final interview(s) with the appropriate department. Investigation of employment history and references may be conducted prior to appointment.

EMPLOYEE BENEFITS

**Salary:** New employees start at step one and after satisfactory performance during a probationary period, advance to the second step. There are five (5) annual Merit Steps. Merit steps six (6) and above may be awarded after additional years of service have been met and upon satisfactory performance.

| PERS <u>Miscellaneous</u> Retirement (NON-Safety)   |          |                      | PERS <u>SAFETY</u> Retirement (Law, Fire, Probation Officers) |                       |                        |
|---|----------|----------------------|---|-----------------------|------------------------|
| Tier 1 Classic  | 2.7 @ 55 | 8% EE Share by EE    | 3 @ 50  | 9% EE Share by EE     | Up to 11-15-2011       |
| Tier 2 Classic  | 2 @ 60   | 7% EE Share by EE    | 2 @ 50  | 9% EE Share by EE     | 11-16-11 to 12-31-2012 |
| Tier 3 New  | 2 @ 62   | 6.25% EE Share by EE | 2.7 @ 57  | 11.25% EE Share by EE | 1-1-13 (PEPRA)         |
| Note: Tier formula eligibility depends on PERS Rules and AB340, PEPRA Law. The County also participates in Social Security. |          |                      |   |                       |                        |

**Medical, Dental, Vision and Life Insurance:** The County pays the major portion of health, dental, vision and life insurance for employee and dependent(s). Health, dental, vision, and life insurance become effective the first of the month following 30 days of employment. **Management** receives county-paid term life insurance of \$150,000.

**Health Care Spending Account:** Designated pretax contribution to pay for eligible health care expenses not covered by any insurance.

**Dependent Care Spending Account:** Designated pretax contribution used to pay for eligible dependent day care expenses.

**Paid Leave Days:** Depending on the classification in which employed, most employees receive eleven days **vacation** per year up to five years service; fifteen days up to ten years; seventeen days up to fifteen years; twenty days after fifteen years. Thirteen paid **holidays** per year. **Sick leave** accrues at the rate of twelve days per year. **Management** receives 13 days of paid Administrative Leave per year in addition to the other paid time off.

**Disability Insurance:** Sutter County participates in the State Disability Insurance Program.

**Deferred Compensation:** Employees may participate in deferred compensation plans. Also, most **New Hires** to Sutter County who are enrolled in a County-sponsored Deferred Compensation Plan, will receive twenty-five dollars (\$25.00) per pay period deposited into their account, eligibility date varies by Unit (Fire Unit not eligible and some Re-hires may not be eligible). **Employees will be advised of the eligibility requirements during New Employee Orientation.** **Management** may convert any unused Administrative Leave as taxable compensation or it may be converted to a deferred compensation plan.

*Offers of employment are contingent upon submission of documents verifying identity and authorization to work in accordance with the Immigration Reform and Control Act of 1986; successful completion of a preplacement medical review/examination; satisfactory driving record and proof of automobile insurance, if applicable, and other appropriate requirements of the position. Significant moving violations or lack of insurance may be cause for disciplinary action up to and including dismissal.*

*The above information is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units.*

**Notice:** In accordance with Government Code 3502.5 all employees hired into job classifications in the General and Professional Bargaining Units are bound by an Agency Shop Agreement and are represented by the Sutter County Employees Association labor contracts. All employees hired in these Bargaining Units are required to pay an initiation fee of \$45.00, plus dues of approximately 1% of the employee's base pay to the Sutter County Employees Association.

Sutter County is required by law to make available certain public records, including employee names, titles, and compensation, as a result of a 2007 California Supreme Court decision. Therefore, be advised that unless an employee can demonstrate the necessity of having this public information withheld, based upon specific, verifiable safety and/or security reasons, this information will be released to the public upon demand.

The County of Sutter does not discriminate on the basis of race, color, religious creed, sex, marital status, age, national origin, medical condition (cancer or genetic characteristics/information), mental or physical disability (including AIDS or HIV), ancestry, sexual orientation, gender identity, gender expression, military and veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.