



# THE COUNTY OF SUTTER

## Invites Applications for

### FINAL FILING DATE:

**February 23, 2018**

### ASSESSMENT TECHNICIAN I

**\$15.47 - \$19.22/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 general supervision, assists in the performance of a variety of general and routine clerical work and updates the County assessment roll.

**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; prepares business questionnaires to identify personal property; prepares and mails business property statements and business, aircraft and vessel questionnaires; assists in the review, posting, and filing for the Secured Roll; checks for accuracy and posts exemptions on 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; collects payments 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; 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; files vessel and aircraft records; posts values and assessment numbers to vessel/aircraft files; audits daily listings from data processing to insure accuracy; writes receipts for map copies/screen printouts and certified documents; refers customers to various agencies regarding special assessments; uses and is familiar with electronic archiving.

**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 of financial and statistical record keeping; modern office practices and procedures including filing and record keeping methods; basic mathematics; standard office equipment; and basic computer applications and techniques.

**Ability to:** Interact effectively with taxpayers, the general public, employees, and others; perform clerical work of average difficulty; interpret and draw logical conclusions from a variety of financial and statistical information; prepare and maintain records and data; 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 this recruitment even if typing is not required for the current open position.*

**Education and Experience:** Equivalent to one year of responsible clerical experience above the training level which includes the processing of records and filing of documents, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. AS400 and Assessor Office experience desirable.

**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.

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