



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Personal Property Technician
Department: Assessors
FLSA Status: Non-Exempt
WC Code: 8810
Effective Date: February 1, 1998
Last Revised: January 19, 2021
Pay Grade: A11
Union: AFSCME

SUMMARY

Performs specialized clerical and secretarial functions of substantial variety and complexity. Maintains and administers the process for the business personal property roll, solving problems, preparing reports and serving the public while conducting the business of the Assessor's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Assists the public in person, on the phone and in writing when explaining assessment laws and procedures. Provides information relative to property location, maps, ownership, valuation, various exemption and tax deferral programs.
2. Performs complex data entry, proofing and computer look up of primarily business personal property, but also real property and manufactured homes including appraisal data, exemptions, special assessments, special use programs, ownership, addresses, sales data, property identification and legal descriptions using various computer applications.
3. Mails and receives report forms for personal property and centrally assessed industrial accounts. Maintain confidentiality, processes business personal property returns and determines values of business personal property by using market information, cost factor books, purchase prices and depreciation schedules. Assesses statutory penalties.
4. Locates new businesses through sources such as business licenses, forest permits, UCC forms, building permits, phone directories, field audits, and newspapers; finds map locations and street addresses.
5. Performs a wide range of clerical duties of various complexities to assist in maintaining the assessment roll, includes researching and correcting errors and solving problems.
6. Maintains physical and electronic confidential records and files related to business personal property.

7. Represent the County at appeal hearings concerning matters related to business personal property.
8. Prepares supplements to change entries on tax and assessment rolls.
9. Participate in ongoing education in classroom and virtual environments.
9. Create and maintain positive and effective working relationships.
10. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a responsibility of positions in this classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Requires knowledge different filing systems including alphabetical, numerical and chronological; business English, spelling and punctuation; general office practices and procedures; recordkeeping. Some knowledge of geographic information system operations, terminology, data analysis and mapping. Ability to organize, file and retrieve materials and documents; retrieve data from records, keep and arrange it for reporting/mapping purposes; research problems, determine source of error and correct; and establish priorities and organize own workload.

EDUCATION AND EXPERIENCE

High school graduation or equivalency; and two years of experience progressively responsible clerical duties with computer operations involving maintenance of databases or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

The most common consequence of error would involve errors or omissions, breach of confidentiality or lack of sensitivity to issues; all of which could result in embarrassment to the department and county, financial loss and litigation.

JOB CONTACTS

This position generally has contact with the other county officials, state and federal officials and agencies, professionals in the field, news media and the public to receive or provide information.

LANGUAGE SKILLS

Ability to maintain effective working relationships with other County departments, outside agencies and the general public; deal courteously and tactfully with general public; and communicate effectively both verbally and in writing.

MATHEMATICAL SKILLS

Mathematical aptitude to perform basic to moderate calculations.

REASONING ABILITIES

Ability to use independent judgment in making decisions within prescribed policies and procedures; and collect and assist in analyzing data in order to input data.

OTHER SKILLS AND ABILITIES

Skill in the operation and use of computers to maintain and update databases. Maintain confidentiality, knowledge and comprehension of property tax laws, train personnel, organize projects and meet statutory deadlines.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's license; safe driving record. Signing a Certificate of Confidentiality is required, ORS 308.413(3).

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Work is performed in an office environment. Incumbents are required to perform considerable work on a computer terminal. This position is impacted by urgent time deadlines (various reporting and filing requirements), repetitiveness (data entry), uncontrollable work flow; need for extreme accuracy, attention to detail and the need to shift attention before tasks are completed (data entry, telephone interruptions).

PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: Aerial Photographs, Maps			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Conversation			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>