

THE MAIN FUNCTIONS OF ASSESSOR'S ADMINISTRATION STAFF

(Staff consists of 2 full-time & 3 half-time positions)

- Business Personal Property is taxable under Oregon property tax statutes and businesses must file a return each year



- 1 full-time position

- Processes Business Personal Property returns for approximately 3,550 Josephine County businesses from the small “mom & pop” to the “big box”.
- Sets up accounts for new businesses and cancels accounts of businesses that shut down

- Property owner changes are recorded in the County Clerk's Office

- 1 half-time position



- Reads the legal description of each recorded transfer deed to identify which property is being transferred
- Once property is identified, the assessment records are updated with the new ownership information so that when the tax bill goes out, it reaches the person responsible for paying the taxes.
- Alerts the appropriate person, title company, lawyer, etc., if the “grantor” does not have a vested interest in the property that the legal description is attempting to convey.



- Manufactured Structure records are maintained by Oregon Building Codes Division; the Assessor's Office acts as their agent

- 1 full-time position



- Helps buyers & sellers of manufactured structures with ownership transfers
- Issues trip permits for the movement of manufactured structures
- Forwards information on changes to the Building Codes Division
- Also assists with customer service & scanning projects

- Customer Service

- 2 half-time positions

- Answer phones, greet and assist walk-in visitors (answering many questions or directing to the right person for assistance)
- Process Veteran's Exemption and Senior/Disabled Citizen applications
- Between phone calls and walk-ins, they are scanning over 50,000 property jackets the benefits of which are:



- Filing cabinets full of paper are no longer needed, freeing up space for other uses.
- Staff and other departments are able to quickly access the information they need without digging through filing cabinets – a real time saver.

