

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Property Tax Specialist
Department : Tax Administration
Revised : July 2019

Class : Administrative Support
FLSA : Non-exempt

This job description supersedes any prior description for the Property Tax Specialist classification.

GENERAL DESCRIPTION

Performs a variety of technical, administrative, clerical, research, processing and public contact work in the Business and Personal Property Division of the Tax Administration Department, working with a specific program of specialized personal property. Considerable tact and courtesy must be exercised in frequent public contact. Supervision is received from the Business and Personal Property Manager, who reviews work by analysis of work accomplished and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Works in a specific program of personal property within the Business and Personal Property Division of the Tax Administration Department.

Enters information into program-specific databases and proofs for accuracy.

Maintains program files.

Answers the phone and works with customers; retrieves information and explains procedures for assigned personal property and answers general questions about other programs.

Acts as backup for other programs as needed in tasks such as processing mail, answering calls, etc.

Seeks out information on individuals related to assigned personal property; verifies and compiles information pertaining to value of personal property making sure the correct legal procedures are followed.

Reviews and modifies personal property bills.

Assists the Business and Personal Property Manager with research and special projects assigned.

Gathers data and creates spreadsheets for personal property appeals.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of State laws and County Guidelines applicable to the appraisal and assessment of personal property.

Knowledge of the current practices and procedures related to personal property appraisal and assessment.

Ability to use computer software applications to prepare spreadsheets and other reports used in the comparison and valuation of various types of personal properties.

Ability to learn a standardized tax appraisal system.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with property owners and their agents, fellow employees, and the general public.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 10 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Business Administration, Accounting, or related field; or high school diploma or equivalent and two years experience in tax office or related experience; or an equivalent combination of education and experience.

**This job description does not create an employment contract,
implied or otherwise.**