



## ASSESSMENT & TAXATION SPECIALIST

**CLASS SUMMARY:** To perform advanced administrative and specialized technical support to all areas of the Assessment and Taxation Office.

**CLASS CHARACTERISTICS:** This is the advanced journey level class in the Office Assistant series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned.

Employees perform specialized technical activities in support of the Assessment and Taxation Office guided by established regulations, laws, Tax Court decisions and procedures. Incumbents in this classification may be required to exercise functional and technical supervision over a program, serve as a team leader, oversee fulfillment of requests, create custom reports, coordinate support activities for projects, and perform advanced data entry. The Property Data Specialist may also serve as the communication and project link to management, the Oregon Department of Revenue (DOR) and Appraisal staff for the ongoing administration and management of specific technical programs.

Positions at this level must have a thorough understanding of assessment and taxation processes to solve problems that are technical in nature, requiring attention to detail, in-depth knowledge of data management systems and knowledge of research techniques and available sources of information.

**SUPERVISION RECEIVED:** Receives direction from a departmental supervisor or manager, and may receive technical and functional supervision from departmental professional staff. May exercise functional and technical supervision over other Property Data Specialists.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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| 1. | Provides information to County personnel, Taxing Districts and members of the general public by interpreting and explaining policies, procedures, rules and regulations as they relate to the property tax system; includes serving as the department liaison with groups on special projects, handling complex customer relations, or serving as the main point of contact regarding specialized data services. |
| 2. | Oversees the administration of designated functions such as property tax exemption and use assessment programs pursuant to established regulations, laws and procedures.   |
| 3. | Researches legislation for statutory requirements that need to be incorporated into property tax programs. Working with department management, coordinates programming, testing, and implementing changes. Trains other staff on data entry and table maintenance changes and requirements.  |

LANE COUNTY  
Assessment & Taxation Specialist (Continued)

4.	Determines property boundary changes and their effects based on recorded ownership documents.
5.	Creates, reconciles, maintains, and researches complex files of assessment and taxation data and accounts for real, manufactured structure, utility and business personal property. Creates spreadsheets, summaries and reports; reviews and analyzes data from managed programs and ensures completeness and accuracy.

**Knowledge of** (position requirements at entry):

- Property ownership laws, Tax Court decisions, rules and regulations.
- Modern office procedures, methods and computer equipment.
- Record keeping procedures.
- Correct English usage, spelling, grammar and punctuation (Written and Verbal).
- Effective and professional customer service techniques.
- Basic operations, procedures, rules and regulations of the office or department to which assigned.

**Skills in** (position requirements at entry):

- Ability to perform business math, compile data and prepare reports.
- Interpret and apply assessment and taxation laws, rules and regulations.
- Ability to convey technical information accurately (Written and Verbal).
- Ability to explain complex technical information to the general public orally and in writing.
- Operate modern office equipment such as computer, fax, scanner, copier, 10-key and telephone.
- Microsoft office and related software products.
- Independently set up and maintain records and complex files.
- Working effectively in a team environment towards a common goal and essential deadlines.
- Ability to effectively adapt to shifting tasks as timelines, workloads and priorities change throughout the tax year.

**Training and Experience** (positions in this class typically require):

Equivalent to the completion of the twelfth grade supplemented by course work in business, personnel or public administration or a related field. Three years of responsible experience providing complex secretarial or administrative support. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**NOTE:** These positions are represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt