

Ann Clark

From: Chris Lambert
Sent: Tuesday, September 29, 2020 7:15 AM
To: Ann Clark
Cc: Barbara McCoy
Subject: FW: 10/5/2020 meeting
Attachments: vehicle_reg_clerk.pdf; Business_Personal_appraiser.pdf

Importance: High

All,

Will you please add to the agenda for the 10/05/2020 Commissioners meeting:

- Request to advertise vehicle registration clerk 1
- Employee reclassification

Thanks

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Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that might be sent in response to it may be considered public record and as such are subject to request and review by, and disclosure to, third parties.

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: BUSINESS/PERSONAL PROPERTY APPRAISER TAX ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical work in the annual appraising of business/personal property for assessment purposes by reviewing listing forms, responding to taxpayer inquiries, providing technical and clerical assistance. Job requires both office and field work. The employee must use independent judgment in a wide variety of activities and must exercise considerable tact and firmness in dealing with the public. Work is performed in accordance with the North Carolina Machinery Act and with policies and regulations of the Ashe County Tax Administration office. Reports to the Business / Personal Property Appraiser Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Is responsible for the annual appraising of taxable business and individual personal property

Process business and individual personal property abstracts and renders assessments,

Uses computer assisted appraisal programs in reaching final appraised values.

Updates computer data files and other Tax Office records as required.

Assists interested persons in obtaining data concerning property locations and ownership, assessed value of property and other information; confers with property owners and general public to explain appraisal methods and to defend value determinations.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school and 1 to 2 years of experience in clerical procedures, including some experience in the operation of data entry or computer equipment, and some experience involving public contact; or any equivalent combination of education, training and experience which provides the required skills, knowledge and abilities. Experience in property appraisal preferred.

SPECIAL REQUIREMENTS

Certification as a county tax appraiser by the Ad Valorem Tax Division of the North Carolina Department of Revenue, or be able to acquire certification within one (1) year; Possession of a valid North Carolina driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of policies, procedures and practices used in appraising business and individual personal property for tax purposes.

Considerable knowledge of the North Carolina Machinery Act and County tax policies.

Considerable knowledge of the geographic and socioeconomic layout of the County.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state, or local laws, rules, and regulations.

General knowledge of all records, files, and forms used in the Tax Department.

Skill in appraising personal property, including complex business personal property.

Ability to use common office machines.

Ability to exercise independent judgment, initiative and fairness in correctly appraising a variety of properties.

Ability to exercise tact, courtesy, and firmness in frequent contact with taxpayers.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to adhere to policies of the County's personnel manual.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, calculators, microfilm viewers, tape measures, etc. Must be physically able to operate a motor vehicle. Must be physically able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift carry, push, pull, or otherwise move objects. Requires the ability to physically maneuver over and/or upon varying terrain, surfaces, or physical structures. Physical demand requirements are in excess of those for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, charts, tables, schedules, instructional manuals, etc. Requires the ability to prepare correspondence, reports, forms, assessments, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems in order to solve problems and deal with a variety of concrete variables; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including legal, accounting and tax terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Does not require the ability coordinate hands and eyes rapidly and accurately in using office

equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.