

Washington County Deputy Assessor I (trainee)

Job Summary:

This position provides customer service, facilitating transactions as an agent for the Idaho Transportation Department, Idaho State Department of Parks and Recreation and the Idaho State Tax Commission; Performs daily sales and collection of monies; Provides public education and information to the general public and business entities concerning questions regarding statistical data collected for real property assessment; Aids public with tax exemption on real and personal property. Responds to inquiries on the telephone and in person, and directs the customer to the appropriate person as required.

Duties Performed:

Sign on motor vehicles and set printers and forms; Print any new messages/system changes from Idaho Transportation Department; Answer and/or direct phone calls; Resolve questions from the public regarding all physical characteristics of real property; Bad check recovery; Perform VIN inspections; Print and disburse file information as requested; Assist public in homeowner's exemption information and sign-ups; Assist public with plat maps and copies thereof; Assist public with non-revocable declarations of real property applications; Assist public with all phases of Property Tax Reduction program in education, compiling, sorting totaling and copying of applicant's personal financial information; Complete applications including some mail applications and much follow-up on timely applications for elderly. Post deadline application review; Assist public in all phases in registration of vehicles at county level and issue registrations; Monthly updating and organization of files pertaining to all phases of motor vehicles; Print daily and month-end reports-DMV; Dailey mail-Process mail-in registrations, weigh and stamp outgoing mail. Run post office errands as necessary; become familiar with laws and sell registrations for Idaho Department of Parks and Recreation including boat, off-highway and snowmobile registrations; Perform notary services for Idaho State Transportation Department and Idaho State Tax Commission; Other related duties as required.

Supervision Given: None

Supervision Received: Deputy Assessor III, Chief Deputy and Assessor

Relationship to other jobs:

Promoted to: Deputy Assessor II and III

Machines, tools and equipment used: Motor vehicle and property computers; calculators; filing systems; copy/fax machine; telephones; postal machine; printers; cash register and miscellaneous office tools and software.

Working Conditions: The office is modern with comfortable conditions, but limited space. Other personnel are in close proximity in a busy atmosphere.

Job Specification:

Physical requirements: Need to be able to lift approximately 20 pounds; Physical mobility is essential due to reaching and bending.

Educational Requirements:

High School diploma or equal; Must have knowledge and be able to use computers; Must be able to accurately count money and return change; Must have good working knowledge of basic mathematic skills; Must have good telephone skills. Title experience is a plus.

Special skills: Must work well with public at large and the elderly in particular; Must be bondable; Must be patient and helpful when working with upset public who see you as representing “government” and voice all manner of complaints; Must be able to work closely with others in small office atmosphere; Must be able to creatively assist customers in both usual and unusual titling and registration of vehicles using existing equipment, programs, policies and laws; Must be a good listener.

Experience required: Previous experience working with public desirable; Previous experience doing multiple tasks simultaneously helpful; Previous experience working with cash desirable; Previous experience in general office procedures desirable; Must be able to use a computer.

Training required after hiring: Attend title, registration and Idaho State Sales Tax Commission School annually or equivalent study in prepared materials; Attend Property Tax Reduction School annually or equivalent study in prepared materials; Become familiar with policy and programming changes as issued by Idaho Transportation Department; Become familiar with law changes January and July annually. On the job training is mandatory and continuing constantly for this position; Training in use of computer programs, laws and policies for all phases of Department of Motor Vehicles titling and registration; Training in use of county property computer or public inquiry of real property; Occasional updating of programs; Learning maps, following legal descriptions, etc.