



WORKING TITLE: ASSESSMENT SPECIALIST III	CLASSIFICATION: SENIOR OFFICE SPECIALIST TECHNICIAN
DEPARTMENT: ASSESSOR	DIVISION: ASSESSMENT & TAXATION
PAY RANGE: OPEU 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: FEBRUARY 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a wide variety of complex technical and specialized non-clerical, accounting, data entry and auditing duties required to support the Assessment and Taxation office. Under minimal supervision, processes and maintains a variety of records and documents relating to the assessment and taxation of real and personal property; acts as principal worker for specific assigned projects. Interpret and apply laws and regulations affecting program. Recommends changes in procedures to improve operations and meet requirements.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Office Administrator or Deputy Tax Collector
Work is performed with considerable independent judgment.

SUPERVISION EXERCISED:

May provide direction for other members of the department. May provide on-the-job training and support for new employees.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Acts as lead for one of the following programs: Exemptions, including Veteran's; or Deferrals and Property Special Assessment Programs.
- Oversees workflow and statutory deadlines.
- Reviews technical data entry, Veteran's exemption and MHODS applications, and other transactions for completeness and accuracy.
- Provides information to the public and other departments concerning laws and regulations relating to assessment, taxation, the appeal process and appraisal of real and personal property.
- Creates formal procedures and guidelines, providing technical assistance for a program area, such as personal property, manufactured homes, exemptions, deferrals, and special assessments.

Assessment Specialist III

- Participates in the oversight, review and verification of quality control data within Assessment and Taxation.
- Reviews complex value and tax calculations for assessment and taxation purposes.
- Analyzes laws, ordinances, and regulations affecting program areas and recommends changes in procedures to improve operations and meet requirements.
- Provides public and technical customer service support in person, by telephone or via written correspondence.
- Prepares reports concerning department programs and activities.
- Provides information on assessment and tax laws, department policies, payment procedures and a variety of programs available to taxpayers; serves as liaison with title companies and other government agencies
- Operates office equipment and computers with multiple software systems and platforms.

JOB SPECIFICATIONS

KNOWLEDGE OF:

- Oregon Revised Statutes and Administrative Rules, including by not limited to Measure 50 and Measure 5, as they pertain to the taxation and assessment of real and personal property in the State of Oregon.
- Microsoft Office suite products including Microsoft Word, Excel, and Outlook
- Property recording and appraising process.
- Mapping, record keeping procedures, work processing and general office procedures.
- Assessment and Taxation laws, rules, regulations and department policies as required by the position.

SKILL IN:

- Organizing materials and documents.
- Maintaining confidential records.
- Conducting research to problem solve.
- Interpreting and applying laws, rules and regulations related to assessment and taxation.
- Communicating technical information to others.
- Interacting effectively and professionally in confrontational situations.
- Clear, concise presentations.
- Customer service techniques; telephone etiquette; office procedures and equipment use.
- Advanced business math and algebra.
- Filing systems.
- Prioritizing, organizing, and completing work assignments independently within prescribed deadlines.
- Cash handling procedures.
- Proper English grammar, spelling, and punctuation.

ABILITY TO:

- Respond to complex and specific questions regarding the functions of the Assessment and Taxation office in a polite and efficient manner, both in person, via e-mail, and on the telephone.

Assessment Specialist III

- Locate property using tax maps and legal descriptions in order to assist customers and to communicate with city and county offices.
- Interact with the public, co-workers, elected and appointed county officials in a helpful, pleasant, and courteous manner.
- Effectively deal with persons in difficult and stressful situations.
- Operate office equipment such as a personal computer terminal, printer, fax, scanner, electronic calculator, copier and multi-line telephone system.
- Manage multiple priorities, work accurately, and independently in a fast-paced, deadline driven environment with limited supervision.
- Learn new skills and use the new skills and knowledge brought about by rapidly changing information and/or technology to increase the efficiency and productivity of the Assessment and Taxation office.
- Operate and succeed within a team.
- Follow security procedures and maintain data confidentiality when processing confidential documents.
- Explain property tax exemption programs, eligibility requirements, application deadlines, and other program information as requested.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

High school diploma or equivalent and three years' work experience at a level equivalent to Office Specialist Technician; or four years of responsible office assistance, support, and clerical experience in a customer-service oriented office environment. College level course work or training in an area related to the position may substitute for up to one year of experience. Any satisfactory combination of experience and training that demonstrates possession of the required knowledge and skills.

OTHER REQUIREMENTS:

Ability to work Monday through Friday 8 am to 5 pm. Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. Successful completion of background and credit check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The employee in this position typically works in an office environment and uses a computer, multi-line telephone, copier and other office equipment as needed to perform duties. The noise level in the work environment is typical of that found in an office setting. During on-site inspections, moderately loud noises and bright or dim lighting may be encountered. The employee will encounter frequent interruptions throughout the workday.

The employee in this position is regularly required to walk, stand, or sit. Employees are frequently required to use repetitive hand motions to handle, feel, and type, and to reach, bend and stoop. During on-site inspections, an employee in this classification may be required to walk or stand on uneven pieces of ground or improvements. May be required to lift up to 20-30 pounds.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Assessment Specialist III

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative, but not all inclusive, of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee must be able to perform each essential duty satisfactorily.