

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PERSONAL PROPERTY ACCOUNTING TECHNICIAN  
CLASS CODE: 6222

FLSA STATUS: NON-EXEMPT

EFFECTIVE DATE: AMENDED 3/24/08 (Revised 05/10/2007 version)  
DEPARTMENT: TREASURER

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### **JOB SUMMARY**

Updates and maintains detailed accounting records relating to personal property taxes. Calculates various fees and penalties due, records receipts of taxes collected, and answers complex tax related questions. Works closely with law enforcement personnel on seizures and sales of property. All activities will be performed in accordance with Generally Accepted Accounting Principles.

### **CLASS CHARACTERISTICS**

This is the primary classification level responsible for collecting and processing personal property taxes.

### **ESSENTIAL FUNCTIONS**

Performs various functions related to the accounting for, and collection of, personal property taxes. Documents, scans, and processes paperwork provided by property owner, lessee, or lessor. Issues fee receipts, notices, and related certificates. Prepares various reports.

Maintains strict confidentiality of information on personal property statements, documents, and accounts. Calculates fees due based on schedules or other appropriate methods and reviews for errors, duplications, discrepancies, or miscalculations.

Balances daily cash and checks on hand against receipts for personal property and prepares balanced bank deposits.

Creates and maintains spreadsheets, posts receipts as appropriate, and issues checks and/or documents to other entities including refund checks when appropriate.

Provides information to the public, county departments, and the state tax commission. Researches various sources of information to identify current operating businesses within the county.

Reviews documents with customer verifying legality then processes documents in accordance with federal, state, and county laws and regulations.

Researches and responds to customer requests for information including present and delinquent tax information; sends replacement notices and documents upon request. Researches and determines real property and personal property ownership status.

Determines sufficient secured value of real property for attaching personal property tax for the purpose of collection.

Researches accounts using various sources and methods of discovery relating to sale and/or seizure.

Calculates lien amounts and collection costs; researches and attaches liens.

Updates and inputs data related to attaching, seizing, or selling delinquent personal property.

Works closely with employees from the Attorney, Assessor, Information Systems, and Sheriff Offices in providing and gathering information, and in coordinating processes.

Provides backup customer service and office staff support in all aspects of the Treasurer's Office including balancing daily cash, checks, and credit card receipts to the general fund.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** the procedures, policies, and state/federal laws affecting personal property taxes including collection, attachment, and seizure/sale processes; personal computer and other standard office machinery; bookkeeping and accounting activities. **Skill in:** spreadsheet development and/or maintenance; communicating clearly both orally and in writing; operating a 10-key calculator by touch. **Ability to:** understand verbal and/or written instruction; maintain cooperative relationships with the public and other county employees; research detailed information and respond to customer questions promptly and accurately.

### **PHYSICAL DEMANDS**

Regularly walks, stands, or stoops; occasionally lifts, carries, pushes, pulls or otherwise moves objects weighing up to 25 pounds; uses tools or equipment requiring a high degree of dexterity; and works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is performed in an office or other environmentally controlled room; work requires frequent contact with the public which exposes the incumbent to others' illnesses and to individuals that are angry, agitated, or otherwise upset.

### **EDUCATION AND EXPERIENCE**

Equivalent to a high school diploma and two (2) years of specialized training in basic bookkeeping and accounting, and two (2) years general office experience. Eligible applicants will be required to take and pass a numeric data entry test administered by the Personnel Office. Applicants must submit a type test. Preference may be given to applicants with a score at or above 40 WPM net.

### **LICENSING AND CERTIFICATION**

All incumbents must be bondable.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.