
Interested individuals must come to the Human Resources Office to complete an application for the position between the hours of 8:00 and 5:00, Monday through Friday or online at the Pulaski County website at www.pulaskicounty.net. The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

POSITION: Assessment Specialist II
This position is open to the General Public and County Employees.

POSITION NO: 054

STARTING SALARY: \$26,747

DEPARTMENT: ASSESSOR (700)

PRIMARY RESPONSIBILITY/FUNCTION: Responsible for assisting taxpayers with the assessment of personal property, business personal property, or real estate; providing the general public with information regarding assessment records using maps, computer records, deeds, and microfilm; and inputting data into the computer system.

ESSENTIAL JOB FUNCTIONS:

- Obtains correct and complete assignment information in person or by telephone for personal property belonging to individual taxpayers; enters data into computer system.
- Prints assessment verification; mails to taxpayers when needed.
- Answers taxpayer questions concerning assessment deadlines and procedures.
- Verifies within computer system the payment of taxes and answers questions concerning payment of personal property taxes and licensing of vehicles.
- Identifies values for property not listed in database as defined by State guidelines.
- Inputs modified assessments for divorce and debits and credits for any changes made to assigned property values.
- Conducts research within microfilmed records, maps, computer database, etc., to obtain ownership information, real estate records, and land boundaries for mortgage companies, law offices, government offices, and the general public.
- Makes copies of assessments, legal descriptions, and maps as requested by public.
- Completes name and address change forms to distribute to appropriate divisions within department.
- Schedules appointments with the Board of Equalization (BOE) for customers requesting an assessment appeal; explains process involved with BOE hearings and materials needed for hearings.
- Answers general information questions concerning the BOE or the reappraisal as back up for the appraisal staff.
- Files assessment sheets.
- Produces computer generated reports of vehicles licensed, but not assessed to submit to the State.
- Provides guidance to Customer Service Specialist I's as needed.
- Performs other related duties as required.

WORKING CONDITIONS:

Work performed in a smoking restricted office environment. Position requires performance of duties within the Assessor's main office and at various substations within the County or within the main Assessor's Office.

MINIMUM QUALIFICATIONS:

Completion of high school or GED equivalency; considerable experience with property assessment, maintenance of real estate records, or related duties; or any equivalent combination of experience and training which provides the required skills, knowledge and abilities.

ADDITIONAL REQUIREMENTS:

Must possess or be able to immediately obtain a valid Arkansas Driver's License.
Completion of ACD Courses 1-5 and IAAO Courses I and II within one year of employment.

OPEN DATE: 01-11-2018

CLOSE DATE: 01-18-2018 (5:00 p.m.)

The Human Resources Office will be closed on Monday, January 15, 2018 in observance of the Dr. Martin Luther King Jr. holiday.

Please Note: Applications will not be accepted after the Close Date. A selection will not be made until the Close Date and all applications have been received by the selecting official.

11 January 2018

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