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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](http://www.pulaskicounty.net). The Human Resources Office is located in Suite 100 of the Pulaski County Administration Building - 201 S. Broadway, Little Rock.

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

**POSITION NO:** 051

**STARTING SALARY:** \$25,430 - \$28,442

**DEPARTMENT:** ASSESSOR (700)

**PRIMARY RESPONSIBILITY/FUNCTION:** To assist with the taxpayers with the assessment of personal property and provide related tax assessment information at substations or within the main Assessor's Office.

**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.
- Enters partial business assessments per taxpayer request for licensing vehicles.
- Identifies values for property not listed in database as defined by State guidelines.
- Enters business personal property assessment renditions into the computer systems.
- 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.
- Completes request for hearing form to schedule informal and formal appeals of value for customers requesting an assessment appeal; enters the information in the Computer Assisted Mass Appraisal (CAMA) scheduler.
- Receives information from field collection; reviews to ensure accuracy and inclusion of necessary data.
- Enters data from all field collections into the CAMA system.
- Drafts residential and commercial improvements into the CAMA system using computer aided drafting with APEX format.
- Performs other related duties as required.

**NUMBER OF PERSONNEL SUPERVISED:** 0

**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; some 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.

**OPEN DATE:** 05-11-2018

**CLOSE DATE:** 05-17-2018 (5:00 p.m.)

**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.