

# Personal Property Auditor

Dept: Tax

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled technical work listing, appraising and auditing business and individual personal property for tax purposes, and related work as apparent or assigned. Work is performed under the limited supervision of the Personal Property Supervisor.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

- Lists and assists business and personal property owners with listing their property such as machinery, furniture, computer equipment, boats, trailers, tools and any acquisitions made in the last year.
- Processes business personal property abstracts and renders assessments; verifies business tax listings for acceptability; adds any property acquired during the year, removes any deletions.
- Appraises vehicular equipment including boats and aircraft associated with business ownership
- Processes extension requests and confirmation for listings.
- Conducts field and desk audits of businesses to determine adherence to reporting requirements; compares reports made to other government agencies.
- Reviews listings of leased equipment submitted by the lessee; performs equitable appraisal of all business equipment; makes discoveries of property not listed.
- Performs field duties, including the checking delinquent tax listings, following-up on defunct businesses and the periodic canvassing of the County to locate new businesses not listed in office files.
- Assists with customer service in the department.
- Assists with maintaining tenant database; canvasses new businesses.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of business and personal property appraising for assessment purposes; thorough knowledge of the state laws, relating to business personal property assessing; general knowledge of and ability to operate personal computers and associated hardware, software and peripheral equipment; ability to make decisions relating to assigned operations in conformance with applicable laws and policies; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to enter data into computer accurately and at a reasonable rate of speed; ability to solve problems within scope of responsibility; ability to prepare and maintain reports of work activities; ability to analyze factors which tend to influence the value of business personal property and to exercise judgment in the determination of values; ability to write clear and concise reports; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

Bachelor's degree and one to three years experience in accounting, or equivalent combination of education and experience.

# Personal Property Auditor

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires speaking or hearing and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

- North Carolina Department of Revenue Personal Property Appraiser certification within one (1) year of hire.
- Valid North Carolina Driver's License within 60 days of employment.

## Competencies

**Business Ethics:** Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

**Communications:** Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

**Customer Service:** Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

**Dependability:** Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

**Job Knowledge:** Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

**Quality:** Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

**Relationship Building:** Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

**Initiative: Volunteers readily;** Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

# Personal Property Auditor

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Name (Printed)

\_\_\_\_\_  
Manager Signature

\_\_\_\_\_  
Date