

ASHE COUNTY JOB DESCRIPTION

JOB TITLE: PRESENT-USE VALUE (PUV) / EXEMPTION / EXCLUSION SPECIALIST
DEPARTMENT: TAX ADMINISTRATION

GENERAL STATEMENT OF JOB

Under general supervision, performs specialized work administering the Present-Use Value Program and other Exemption/Exclusion programs by responding to taxpayer inquiries, providing technical and clerical assistance, reviewing applications and supporting documents need for qualification and continuation, aid in determining loss of eligibility, and provide required statutory written notices. Job requires both office and field work. The employee must use independent judgment in a wide variety of activities and must exercise considerable tact and firmness in dealing with the public. Work is performed in accordance with the North Carolina Machinery Act and with policies and regulations of the Ashe County Tax Administration office. Reports to the Tax Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Respond to taxpayer inquiries concerning the PUV / Exemption/ Exclusion Programs

Technical and clerical duties to assist taxpayers with acceptance to and continuance in programs

Review all applications and supporting documents needed for qualification and continuation
Determine loss of eligibility and notifies Taxpayer

Send required statutory written notification concerning acceptance, continuation and disqualification

Use Tax Office software, GIS software to aid in determining qualification
Conduct field reviews of land enrolled in or making application to the Present-Use Value program

Review recorded deeds, will files, land transfers and land splits of properties as part of audit process

Audit the statutory number of parcels each year for compliance with rules and regulations

Assist in the scheduling and preparation of appeals at local / state level concerning exclusions and exemptions

Process estimated and actual deferred tax bills

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associates/Technical degree with coursework in real estate, business or related field and experience in real estate appraisals or an equivalent combination of education and experience. Experience in property appraisal preferred. Experience in agriculture or forestry program management is a plus.

SPECIAL REQUIREMENTS

Will be required to attend instructional schools and seminars provided by the North Carolina Department of Revenue or the Institute of Government pertaining to property tax collections. Possession of a valid North Carolina driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the geography and location of properties in the county

Skill in maintaining accurate records

Skill in collecting and recording data

Skill in planning and organizing work

Skill in performing mathematical calculations

Skill in reading and interpreting maps, deed information, and cost manuals

Skill in real estate research

Skill in the operation of GIS mapping systems

Skill in oral and written communication

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must

be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, forms, statements, etc. Requires the ability to prepare a variety of correspondence, forms, statements, bills, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical languages including tax terminology.

Numeric Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament. Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.