



Assessor-Recorder Technician III

Class Code:
4960

Bargaining Unit: Miscellaneous

COUNTY OF SISKIYOU
Established Date: Mar 10, 2024
Revision Date: Mar 11, 2024

SALARY RANGE

\$23.46 - \$28.52 Hourly
\$1,876.80 - \$2,281.60 Biweekly
\$4,066.40 - \$4,943.47 Monthly
\$48,796.80 - \$59,321.60 Annually

DESCRIPTION:

*The County of Siskiyou is an Affirmative Action / Equal Opportunity Employer
We welcome applicants of any race, religion, or ancestry.*

For exact salary information please refer to the current salary schedule, [County website](#).

General Statement of Duties:

Under general supervision, to perform the most complex specialized clerical and technical duties related to the operations of the Assessor-Recorder's Office; and to perform related work as required.

Distinguishing Characteristics

Positions in this class are distinguished from positions in the lower class of Assessor-Recorder Technician II by the regular performance of duties requiring knowledge of specific procedures and legal instruments involved in the assessment of property for tax purposes or in the examining and indexing of recorded documents. Incumbents must also be capable of assisting in the training of others in the operations of assignments and may be required to act as a lead worker in some situations.

Reports to:

Administrative Assessment Supervisor or County Recording Supervisor, Deputy Assessor-Recorder, Assistant Assessor-Recorder, and Assessor-Recorder.

Classifications Supervised:

This is not a supervisory class. However, incumbents will provide some lead direction and coordination for other Assessor-Recorder Office support staff.

EXAMPLES OF DUTIES:**Essential Functions:**

(The following is used as a partial description and is not restrictive as to duties required.)

This is the third and highest working level in the Assessor-Recorder Technician class series.

In the Assessor's Office, performs the most complex technical and clerical duties related to the preparation, processing, and maintenance of the assessment roll; initiates questionnaires, updates values and maintains current information; processes property statements, property transfers, and appraisal records; analyzes documents and applies appropriate tax law; identifies documents by entering parcel numbers; prepares cancellations and corrections to the secured and unsecured rolls in accordance with Revenue and Taxation Code; prepares and enters data into the computer, prepares and types correspondence to request information from the public; distributes, receives, analyzes, and applies exemptions and determines qualification for specialized exemptions as outlined in the Revenue and Taxation Codes; calculates prorated tax amounts; receives, prepares, and keys source documents, including typed and printed and handwritten material; verifies the accuracy of data previously entered; refers all illegible or incomplete source documents to appropriate persons for correction; maintains records of work received and completed; assists in the training of less experienced personnel; checks data processing outputs for accuracy; acts as an information source on technical matters in relation to data entry operations; may assist in filing or other routine tasks.

In the Recorder's Office, receives and checks for acceptability and accuracy from a variety of legal instruments; examines documents submitted for recording to determine if document is in accordance with laws governing recording; determines recordability, determines the proper recording fee, and records documents; answers inquiries from public concerning procedures and requirements and assists them in locating records; maintains and does indexing and/or verifying to create indexes of official records; takes orders, collects fees,; may maintain accounting records; searches and copies documents; prepares documents for imaging; scans images, reviews scanned images for accuracy; mails recorded material to owner; makes certified copies; maintains simple statistical reports and cash drawers; accepts birth, marriage, and death certificates; maintains vital statistics indexes; provides public a variety of information and assists public at the counter, on the telephone, and by mail.

Knowledge of:

- Functions, policies, and procedures of the Assessor-Recorder's Office.
- Basic knowledge of codes and laws affecting the assessment of businesses, personal property, and fixtures and ownership.
- Methods, practices, and procedures used in appraising real and personal property.
- Good public relations techniques.
- Computers and software used in maintaining Assessor's Office records, and information, and property appraisal.
- Common methods of describing real property.
- Policies and regulations relating to the recording, processing, indexing, verification, and archival of legal documents.
- Laws, rules and regulations affecting the assessment of documentary transfer tax.
- Computers and software used in maintaining Recorder's Index, processing digital images, and overall quality control.

Ability to:

- Perform a variety of the most complex, specialized Assessor-Recorder's Office technical support work.
- Read, understand, and apply codes, statutes, and information related to the appraisal and valuation of property and Assessor's Office technical support work.
- Gather, analyze, and organize data and information, drawing logical conclusions.
- Prepare and analyze detailed reports.
- Work with computerized information systems and use a computer for maintaining and updating property information and determining the value of real and personal property.
- Examine and determine the acceptability of legal documents for recording.
- Interpret, explain, and apply a variety of rules and regulations relating to the functions of the Recorder's Office.
- Answer inquiries from the public concerning recording procedures and requirements and assist them in locating records.
- Maintain vital records including birth, death, and marriage records, along with corresponding indexes and statistical reports.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the Assessor-Recorder's Office.
- Establish and maintain cooperative working relationships.

Desired Skills:

- Follow oral and written directions.
- Gather and organize data and information.
- Assist with the preparation of reports.
- Make mathematical calculations quickly and accurately.
- Work with computerized information systems and use a computer for maintaining and updating assessment roll and property information.
- Deal tactfully and courteously with the public and other staff when explaining the functions and policies of the Assessor-Recorder's Office.
- Establish and maintain cooperative working relationships.
- Type at a speed necessary for successful job performance.

TYPICAL QUALIFICATIONS:

Typical Qualifications:

Any combination of training or experience that would provide the knowledge and skills to successfully perform the listed duties is qualifying. A typical way, but not required, to obtain the required knowledge and skills would be:

-One year of previous Assessor-Recorder Office support work experience comparable to that of an Assessor-Recorder Technician II in Siskiyou County. Must exhibit proficiency in the processes and procedures of both the Assessor's and Recorder's Offices.

-Completion of advanced educational training in accounting, economics, business administration or other subjects which provide preparation for certification from the State Board of Equalization may be substituted for the experience.

Special Requirements:

- Possession of, or ability to obtain, an appropriate California Driver's License.

SUPPLEMENTAL INFORMATION:

Typical Physical Requirements

Sit for extended periods; frequently stand and walk; ability to walk in uneven terrain; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

Typical Working Conditions

Work is performed in an office environment; some assignments performed alone in remote locations; continuous contact with other staff and the public.