

LANCASTER COUNTY
BOARD OF EQUALIZATION SPECIALIST

NATURE OF WORK

This is responsible administrative work performing various Board of Equalization (BOE) functions in the County Clerk's office.

Work involves facilitating the property valuation protest process by performing a variety of administrative responsibilities. Work includes developing improved methods and procedures; providing general information to the public; verifying protest documents for completion and accuracy; administering the protest database and web site; preparing related packets, correspondence and statistical reports; arranging referee and BOE hearings; attending BOE hearings and preparing minutes and/or transcripts. General supervision is received from an administrative supervisor with work being reviewed in the form of accuracy, compliance and results achieved. Supervision may be exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Facilitate the property valuation protest process; assist the public in filing property tax protests; verify documents for completion and accuracy; prepare protest packets and related correspondence.

Examine existing protest process; develop improved methods and recommend necessary improvements; maintain protest database, case files and web site.

Participate in the development and implementation of management information systems; adapt informal office operations to computerize procedures.

Coordinate referee and BOE hearings; attend BOE protest hearings; prepare minutes and/or transcripts.

Prepare statistical reports as may be required regarding the process of the Board of Equalization.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the statutory requirements governing property valuation protests.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of personal computers including web site and database maintenance and records management software.

Ability to communicate effectively both orally and in writing, including the ability to take extensive notes and transcribe lengthy communications.

Ability to establish and maintain effective working relationships with public officials, other employees and the general public.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public or business administration or related field; and experience in managing public records and/or public information.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in public or business administration or related field plus some experience in managing public records and/or public information or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Department Head

Personnel Director

11/08

PS2836