

AGENDA ITEM FOR ADMINISTRATIVE MEETING () Discussion only
(X) Action

FROM (DEPT/ DIVISION): Assessment and Tax

SUBJECT: Reclass of Personal Property Appraiser

<p>Background: Duties were modified and time was given to review the additional duties for a period of one year. The review indicates a more robust pursuit of personal property assets through enhanced field audits and investigative discovery.(See Attachment) Additional office responsibilities will circumvent requesting filling staff budgeted at .42 fte.</p>	<p>Requested Action: Reclass the current Range 16 to range 18 for the fact of performing more specialized function and taking on additional responsibilities in the office. Request would be in effect for March 1, 2018</p>
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ATTACHMENTS:

Date: (01-08-2018) Submitted By: Paul Chalmers

*****For Internal Use Only*****

Checkoffs:

- (PC) Dept. Heard (copy)
- () Human Resources (copy)
- () Fiscal
- () Legal (copy)
- () (Other - List:)

To be notified of Meeting:

Needed at Meeting:

Scheduled for meeting on: January 17, 2018

Action taken:

Follow-up:

Memo

To:	Board of Commissioners
From:	Paul Chalmers <i>PC</i>
cc:	H/R
Date:	January 8, 2018
Re:	Reclassification Of the Personal Property Appraiser to Range 18

Gentlemen,

This memo will serve as a request to reclass the Personal Property Appraiser position from the current range 16 step 2 to range 18. The attached "duties" listing will help illustrate the responsibilities and expectations from this current position. The additional duties taken on by this position will circumvent our office requesting the .42 FTE this office has been budgeted for in the 2017-18 budget year. My request for this change has been delayed so I could verify the quantity and quality of the work being performed by the current employee. I believe, to my satisfaction, that all aspects have been met. The request would be effective March 1, 2018

Sincerely,



Paul Chalmers

Director of Assessment and Tax

2017 Personal Property Appraiser Duties

Work and enter Personal Property Returns (Jan – Aug)

Update and maintain A & T website the first of each year and as needed – New forms, informational sheets

Send notices to newspaper and radio about PPR deadline (Feb)

Assist Tax Department with preparing and mailing statements (Oct)

Devote all time to counter and phones for tax payments and calls (Nov)

Prepare and mail PPR – currently 2000 accounts – (Dec)

Take tax payments and assist customer at counter as needed daily

Scan PPR as they are worked to make Personal Property Department is more paper free

Open daily PPR mail and stamp received. Log into computer as received daily

Respond to any mail or phone questions concerning PP accounts as they come in

Scan and cut out obits from local papers. Look for new or closed businesses. Also look for structure fires to report to appraisers

Answer phones (tax, PP or other) calls daily

Prepare and present BOPTA if any for year

Scan Secretary of State web site monthly to look for new business

Visit new businesses in to let them know the state requirements for filing a Personal Property Return (Sept)

Prepare and keep current lists for the following per year:

- All new accounts – master list

- All accounts that I sent a return to in December

- All Logging accounts

- All State responsible accounts

- All accounts that got penalties for the tax year

- All accounts that fell below threshold but filed a return

- All canceled accounts