

## STATE BOARD OF EQUALIZATION DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION <b>Student Assistant, Range A</b>		WORKING TITLE <b>Property Tax Aide</b>	
UNIT/DISTRICT/LOCATION <b>County-Assessed Properties Division</b>		POSITION NUMBER <b>290-302-4870-XXX</b>	
SEERA DESIGNATION <b>Rank and File</b>	BARGAINING UNIT <b>14</b>	WORK WEEK GROUP <b>02</b>	CERTIFICATES REQUIRED <b>None</b>
FINGERPRINTS REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		SUPERVISION EXERCISED <b>None</b>	

### Job Requirements

#### Knowledge of:

- Basic proficiency in using a personal computer, including various software packages such as word processing, spreadsheets, and database programs for report writing and data analysis.
- Basic Internet (World Wide Web) usage.

#### Ability to:

- Apply the above listed knowledge effectively.
- Communicate effectively, both orally and in writing.
- Create and maintain cooperative working relationships.
- Maintain confidentiality of sensitive information.
- Meet deadlines and be flexible and willing to adjust to changing assignments and priorities
- Create and maintain cooperative working relationships.

## Statement of Position

Under the supervision of a Business Tax Administrator III, and with guidance from property appraisers in the Policy and Management Services Section, the Student Assistant/Property Tax Aide will assist in the performance of various administrative and nontechnical duties required by the division. Incumbent must be able to perform the essential functions (\*) with or without reasonable accommodations.

PERCENTAGE OF  
TIME SPENT

DUTIES

- \* 65%      **Create Database**
- Read, analyze, and sort into appropriate categories letters, memos, and court decisions that comprise the technical services files in the division.
  - Create a computer database that will enable division staff to locate BOE opinions. Database must include various search functions.
- \* 20%      **Develop Desk Procedures**
- Interview appropriate division staff to learn all steps and functions of a duty.
  - Draft a comprehensive desk procedure to reflect the processes necessary to perform the duty.
- \* 10%      **Web Inquiries**
- Research routine, nontechnical web inquiries received in the division regarding property taxes under Proposition 13.
  - Draft proposed responses to the web inquiries under the guidance of a property appraiser in the unit.
- 5%      As necessary, performs other duties to cover the workload.

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*I have read this duty statement and fully understand my assigned duties.*

EMPLOYEE'S SIGNATURE

DATE

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*I have reviewed these duties with the above named employee.*

SUPERVISOR'S SIGNATURE

DATE

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