

Code: 4466

Title: PROPERTY TECHNICIAN

SUMMARY: Researches and interprets recorded documents and maps to transfer ownership information and property characteristics for Real Property title records. Assigns Assessor Parcel Number (APN) identification and ownership history to new parcel splits and consolidations. Reviews all personal exemption and senior freeze applications and renewals. Audits the decisions for notice of valuation appeals, notice of claim and notice of proposed corrections. This classification is distinguished from Property Technician – Senior by the complexity of property, exemptions applications, splits and other duties assigned.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Performs simple metes and bounds property splits or consolidations to create new parcels in accordance with legally recorded deed property descriptions and subdivision plats;
Assigns new parcel numbers, determines property description of new parcels, validates ownership, and performs detailed data entry into the Parcel Management (TAXM/CAD/GIS) system;
Codes, verifies and edits map elements using computer aided drafting (CAD) to produce parcel overlays on electronic cadastral maps within the Parcel Management (TAXM/CAD/GIS) system;
Analyzes and processes recorded land transfers documents (deeds, patents, legal instruments, land contracts, etc.) from non-rectangular metes/bounds transfers;
Participates in field inspections to verify parcel activities/use for exemption request or non-profit classification changes;
Determines eligibility for individual exemption and senior freeze requests;
Participates in the existing non-profit renewal process and MVD certificate issuance in accordance with department guidelines;
Responds to taxpayer petition of valuations;
Classifies residential property for tax appraisal using information from sales affidavits, valuation appeals, letters, or forms submitted by the taxpayer;
Updates and maintains databases, maps, spreadsheets, logs, files in automated systems such as classification registry, TaxM module, classmaster, or exemptions application;
Inspects and evaluates contents of property records to verify property description, clear title, changes in ownership, property tax valuation information, maps, classification, and tax roll corrections;
Determines full or partial exempt status for Real and Personal Property in compliance with statutory requirements, office policy and/or judicial decisions;
Evaluates applications and financial documents to determine eligibility of exemption and senior freeze programs pursuant to the statutory requirements;
Reviews and analyzes court case decisions, prepare tax roll correction forms, and adjust limited values in accordance with department guidelines;
Coordinates and communicates technical information to taxpayers, title companies, real estate agencies, attorneys, surveyors, engineering firms and/or other governmental agencies regarding problematic splits/combines, issues of ownership, legal description discrepancies, re-parceling procedures, exemption application process and the appeal/assessment process;
Operates computer graphics equipment, may perform scanning tasks, adheres to parceling procedures and cartographic standards;

Verifies and audits work for completeness, accuracy and tabulating and documenting work completed;
Assists with training and development of departmental staff;
Applies appropriate depreciation schedules and property classifications to asset lists, financial statements and Department of Revenue forms.
May resolve multi-parcel splits from lengthy non-rectangular metes and bounds property descriptions and perform GIS processing tasks.

KNOWLEDGE & SKILLS:

Knowledge of:

- land surveying and legal descriptions;
- procedures for splitting and consolidating land parcels;
- real estate terminology and instruments of transfer;
- mathematical calculations involving algebra, geometry and trigonometry;
- map symbols, scales, principles of manual and automated cartography and associated software;
- standard property appraisal methods, techniques and terminology;
- applicable laws, regulations and guidelines affecting property assessment and valuation relief programs;
- federal and/or state income tax forms.

Skill in:

- interpretation of simple metes and bounds legal property descriptions;
- making decisions regarding simple land splits and consolidations;
- creation and assignment of parcel identification numbers;
- visualizing spatial relationships;
- manual and computer based cadastral mapping techniques and associated software applications;
- title examination and analysis procedures;
- performing research and analysis of valuation relief application documents;
- MS Windows/Office Suite in a PC environment.

MINIMUM QUALIFICATIONS:

EITHER:

(1) One year of real estate experience that included working with property/legal descriptions and/or subdivision plat maps.

OR:

(2) One year of experience in the field of land surveying.

OR:

(3) One year of experience with Pima County as a Title Examiner Specialist, Appraisal Support Specialist, or Property Appraisal Aide.

OTHER REQUIREMENTS:

Licenses and Certificates: Within one year of hire must complete the Arizona Department of Revenue Level 1 Basic Certification courses to qualify for Appraisal or Assessor Certification issued or recognized by the State of Arizona Department of Revenue (ARS 42-13006). Some positions require a valid Arizona Class D driver license at the time of application. Failure to obtain/maintain the required licensure/certification/registration shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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