



EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS ASSESSMENT APPEALS BOARD

VACANCY ANNOUNCEMENT

(THIS IS NOT AN OFFICIAL EXAMINATION)

RESTRICTED TO PERMANENT EMPLOYEES OF THE BOARD OF SUPERVISORS

INTERMEDIATE BOARD SPECIALIST

POST DATE: May 18, 2015

ORGANIZATION OVERVIEW:

The Assessment Appeals Division is responsible for providing staff support to the five Assessment Appeals Boards and 37 Hearing Officers whose authority is set forth in the California Constitution and the Revenue and Taxation Code. The Boards were created for the purpose of equalizing assessments of individual properties. Their primary function is to hear appeals filed by property owners who are seeking a reduction in the Assessor's valuation of their property.

In a support role, the Division is tasked with accepting, processing and validating all appeal applications that are filed each year, and scheduling those appeals for hearing before the boards and hearing officers. The Division processes final Board action and communicates the Board decision to taxpayers, the Office of the Assessor and the Auditor-Controller. In addition, the Division administers and enforces the Tax Agent Registration Program and transmits the semi-annual campaign activity reports to Registrar-Recorder/County Clerk.

ESSENTIAL DUTIES:

- Assists taxpayers at the public counter;
- Answers the toll free telephone lines;
- Processes daily correspondence and request for appeals applications received through mail, email or fax;
- Performs all other clerical duties including photocopying, scanning, mailing, time-stamping/numbering applications, filing, etc.;
- Handles application intake and public request for data, case documents, hearing CDs, findings of fact, etc;
- Performs data entry and determines the validity of the applications for release and scheduling for hearings;
- Schedule hearings of applications in accordance with established procedures;
- Assists in all preparatory work for the hearing and processes all documents after cases are decided;
- Clerks at Assessment Appeals hearings;
- Assists in preparing Findings of Facts, reports and correspondence;
- Processes Board decisions and sends notices to taxpayers and Office of the Assessor
- Prepares hearing result report to the Auditor-Controller;
- Assists in conducting the Public Education Seminar throughout Los Angeles County;
- Prepares the Board monthly meeting agenda and minutes; and
- Performs all other clerical support as directed by the Unit Supervisor.

DESIRABLE QUALIFICATIONS:

Strong written and oral communication skills to effectively communicate the information to the public and other County department staff. Ability to multi-task and perform the assigned duties under general supervision; ability to adapt to new and/or changed assignments and circumstances with short notice; proficient in Microsoft Office applications such as CRM database, Word, Excel and PowerPoint in order to create, format and edit tables, spreadsheets, documents, reports and presentations. Demonstrated abilities in organizing and prioritizing multiple assignments in a fast-paced environment.

SPECIAL INFORMATION:

Permanent employees of the Executive Office Board of Supervisors holding the payroll title of Intermediate Board Specialist or a position at an equivalent level in rank and grade where there has been a demonstration of the skills and aptitude required of the position are invited to make their interest known by submitting: 1) a resume with cover letter; 2) copies of last two Reports of Performance Evaluations; and 3) Time History Reports (Prime Variances only) reflecting 2013-2015 attendance by June 15, 2015.

**Executive Office of the Board of Supervisors
Human Resources
500 W. Temple Street, Suite 374
Los Angeles, CA 90012
Attention: Hector Moreno**

Resumes will be reviewed and the most qualified candidates based on materials submitted will be scheduled for an interview. Successful candidates must complete a background review which includes a review of their official personnel folder and reference check.

If you have any questions, please contact Hector Moreno at (213) 974-1421.