**Class Title:** Greenbelt Specialist **Class Code:** 2271

**Department:** Assessor **Grade:**  14

**FLSA:**  Exempt **Eff. Date:** 10/08/2013

 **Revised:** 07/26/2022

**GENERAL PURPOSE**

Under supervision from a designated supervisor, performs technical duties in calculating Greenbelt values on properties; assists with appraiser, data collector, and other office functions**.**

**EXAMPLE OF DUTIES**

Assists Greenbelt applicants with the application process. Creates, receives and processes greenbelt applications. Requests and verifies agricultural production from landowner. Audits and inspects use of land from landowner and through property inspection. Verifies land classifications; calculates animal unit per measure (AUM) and crop production; sends completed, recorded application to landowner. Performs Greenbelt audits to ensure compliance with Greenbelt qualifications; verifies production, takes pictures, measures outbuildings, and interviews landowners when necessary; ensures all documents are entered in OnBase.

Coordinates with Real Property Appraisers for market values. Collects and prepares data for rollback calculations. Performs calculations of rollback tax on appropriate worksheets.

Creates and processes bill for rollback tax; collects and processes payment of rollback tax, and delivers to Treasurer’s Office for rollback release and recording. Processes late payments, assesses penalties and places lien on property for past-due unpaid rollback taxes.

Enters all information and photographs into Realware program; scans all documents in OnBase; collaborates with Real Property Appraisers to maintain and ensure accurate/complete records in Realware; assists Real Property Appraisers in defining home sites, outbuildings, and commercial buildings on Greenbelt records.

Assists Real Property Appraisers during appeals and Board of Equalization hearings in processing adjustments to values.

Collaborates with Recorder’s Office to process Greenbelt Applications and rollback taxes; maintains and updates records (i.e., name changes, segregations, etc.) on a monthly basis. Assists Tax Administration Staff by verifying that applicable Greenbelt values and appropriate market values correlate for accurate calculation of property tax.

Receives telephone calls from the public and responds to inquiries regarding Greenbelt; also assists walk-in taxpayers seeking information.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

**MINIMUM QUALIFICATIONS**

**1. Education and Experience:**

High school graduation (or equivalent), plus two (2) years of full-time bookkeeping, accounting, or clerical experience, or two (2) years of real or personal property appraisal duties, or an Associate’s Degree with an emphasis on book keeping, accounting, finance, economics or agriculture. An acceptable combination of experience and/or education will be considered.

***Preference given*** for experience related to Greenbelt duties and for the ability to read and understand legal descriptions/boundaries and research county records.

**2. Special Qualifications:**

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

***Skill in:*** performing data entry and keyboarding; operating all applicable computer hardware and software programs (GIS, Google Docs, Sheets, email, MS Word and Excel); using a camera; common office equipment including a multi-line telephone, photocopier, calculator and occasionally a fax machine.

***Ability to:*** collect data for rollback calculations; make accurate mathematic computations; assist customers with Greenbelt applications; communicate effectively (orally and in writing); follow instructions; learn and follow department policies and procedures, relevant laws, codes, regulations, and Standard of Practice of Utah Farm Assessment Act/Greenbelt (including applications, productions, qualifications, classification of land, animal per units measure AUM, audits and records, recording procedures vesting, legal descriptions, plat maps, recording fees, tax rollback calculations, billings, collections, liens, appeals); establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

**WORKING CONDITIONS**

Work for sustained periods of time maintaining concentrated attention to detail even with frequent interruptions; lift, carry, or otherwise move objects weighing up to 25 lbs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***