



City of Tempe

RENTAL PROPERTY SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	465	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$25.248558
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$34.085577
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Tax Auditor II+
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from the Tax Audit Supervisor or from other supervisory or management staff, and may exercise functional and technical supervision over clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of paraprofessional work experience in a tax, audit, accounting and/or financial setting.
<i>Education:</i>	Equivalent to an Associate’s degree from an accredited college or university with major course work in accounting or business administration.
<i>License / Certification:</i>	Must possess and maintain a valid driver’s license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To carry out all activities related to the licensing of residential rental properties within the Tax & License Division to include: processing new license applications for residential rental properties; correspond with potential new landlords to inform them of City licensing requirements and solicit new licenses; maintain the City’s database of licensed residential rental properties; interact with other City departments, citizens, and other governmental offices to identify unlicensed rental properties and ensure proper classification of rental properties for property tax purposes. Also, will carry out activities to ensure all commercial rental properties are licensed and reporting rental income.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Research new water utility deposits and send licensing correspondence to all unlicensed owners of new rental properties.
- Research and skip trace returned mail using County Assessor, County Recorder, and Banner records.
- Process new residential rental license applications received.
- Perform searches and analyses of data to ensure that rental property information is properly updated.
- Coordinate with Information Technology Department on the periodic update of the residential rental property database and perform edit checks to ensure update was completed properly.
- Prepare, for Supervisor review, estimated tax assessments for non-responsive landlords, coordinate collection efforts and the placing of liens with License Inspectors.
- Perform other searches of County Assessor records to identify unlicensed landlords and to ensure that all rental properties are properly reflected in the TM database.
- Correspond with County Assessor to ensure that all rental properties are properly reflected as Class 4 for property tax purposes.
- Follow up on referrals from all sources (citizens, neighborhood associations, City Hall, Code Enforcement, Housing, other jurisdictions).
- Review third party reports of properties sold to identify potential spec sales and refer to auditors.
- Commercial rentals – review County Assessor and third party records to identify potential unlicensed commercial rentals; correspondence with landlord to obtain property rental information; prepare assessments via desk audits.
- Other duties as assigned
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn

Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective April 2009</i>