

C-2 ✓

Dept.	Elected Offices
Division	7300000000-Assessor
Title	Commercial Quality Assur Coord - Internal Promotion
Grade(s)	17
Type	Full-Time
Position #	#00000606
Vacancy	1/31/2017
Job Duties	<p>JOB SUMMARY</p> <p>Under the direction of the Division Administrator, audits appraisals performed by the commercial appraisers and the commercial appraisal database for consistency, accuracy, and adherence to established appraisal and data collection standards to ensure the overall quality and equity of the commercial appraisal portion of the Real Property Tax Roll.</p> <p>Under the direction of the Division Administrator the Commercial Quality Assurance Coordinator is responsible for the appraisal and defense of value of all contaminated properties in Salt Lake County.</p> <p>MINIMUM QUALIFICATIONS</p> <p>A Bachelor degree, plus four (4) years of experience as a commercial property appraiser or in an appraisal capacity; OR an equivalent combination of education and experience. Education may not be substituted for the required real property appraisal experience.</p> <p>Must possess and maintain a Certified General Appraiser License, in addition to an Ad Valorem General Real Property Appraiser designation.</p> <p>Due to the nature of the position, the successful applicant must pass a required background investigation.</p> <p>Must possess a valid Utah Driver's License.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Monitors, analyzes and evaluates the quality of work produced by Commercial Ad Valorem Tax Appraisers for uniformity, proper application of and compliance with internal and regulatory standards, and accuracy.</p> <p>Provides audit results and makes recommendations to staff supervisors which would influence training, licensing, mentoring, developing performance plans, conducting performance evaluations, and initiating disciplinary actions.</p> <p>Assists in the strategic and tactical planning, development, evaluation and coordination of the Division.</p> <p>Assists the Division Administrator to determine and communicate Division policies, procedures and appraisal operations.</p> <p>Advises and assists the Division Administrator to determine Division's needs with regard to staff and equipment for annual budget requests.</p> <p>Performs and defends appraisals of contaminated properties.</p> <p>Assists the Division Administrator in monitoring, researching, and recommending advances in technology to meet Divisions goals.</p> <p>Assists the Division Administrator to research and respond to Assessor, Mayor, Council Members, other Elected Officials and the public on difficult or controversial situations.</p> <p>Assists the Division Administrator to monitor, respond, and implement Division specific Federal, State and/or local legislation.</p> <p>Acts as an Appraiser Trainee Supervisor in accordance with the regulations of the Utah Department of Commerce Division of Real Estate (Failure to comply with Federal and State regulations could result in loss of license which would result in loss of position).</p>
Start	1/20/2017
End	1/20/2017
Manager	Pullan, Tamara

Dept.	Human Services
Division	2100000000-Youth Services Division
Title	Case Management Supervisor
Grade(s)	15
Type	Full-Time
Position #	#00001599
Vacancy	1/15/2017
Job Duties	<p><u>JOB SUMMARY</u> Provides supervision and direction to subordinate staff and coordinates work flow within the work unit.</p> <p><u>MINIMUM QUALIFICATIONS</u> Bachelor's degree from an accredited college or university in Social Sciences, Behavioral Sciences, Public Administration, or other closely related field; OR an equivalent combination of related education and experience.</p> <p>Due to the nature of this position, the successful applicant must pass a required background investigation.</p> <p>Must receive a verified negative test result on a mandatory drug test before starting in this position.</p> <p>Will be subject to random alcohol and drug testing.</p> <p>May be subject to post accident and reasonable suspicion alcohol and drug testing.</p> <p>Employees must pass a yearly criminal background check, maintain authorization to enter the jail, and maintain Division wide training requirements annually.</p> <p><u>ESSENTIAL FUNCTIONS</u> Provides supervision and direction to case management staff including answering questions and resolving problems within the work unit.</p> <p>Supervises, coordinates, and manages daily operations of the Prevention Program to achieve/maintain contract compliance. Includes preparation for an annual audit and county data report.</p> <p>Develops, continually updates, designs, researches and implements curriculum for psycho-educational classes such as parenting classes, anger management classes, ATOD classes.</p> <p>Supervise and coordinate the National SafePlace program for the division and countrywide sites.</p> <p>Meets with clients and families to screen, assess, coordinate and implement plans of care by referring, utilizing, mobilizing and/or developing formal and informal support systems' resources such as alcohol, tobacco and other drug prevention, Child Protective Services, Juvenile Court and other allied agencies.</p> <p>Trains and supervises prevention and outreach team to enhance the variety of effectiveness of the classes.</p> <p>Creates a process for, and monitors, the assignment of caseloads to ensure appropriate supervision levels.</p> <p>Ensures that Case Managers perform intake, risk/need assessments, Pre-Sentence report investigations, maintains up-to-date monitoring of court requirements, and provides appropriate referrals to outside agencies.</p> <p>Reviews work performance (including PSR's as necessary), monitors accuracy and timeliness of case management activities, and conducts quality assurance audits.</p> <p>Participates in the interviewing and selection of staff within the work unit. Provides training, coaching, and on-going support for new and existing case managers.</p> <p>Conducts performance appraisals determining employees' achievement of performance standards/ expectations through direct observation, quality assurance reviews and agency statistical information.</p> <p>Schedules staff coverage to accommodate client services and workload needs by rearranging staff assignments where practical.</p> <p>Reviews and approves time & attendance, sick leave, vacation requests and other leave, while ensuring adequate coverage.</p> <p>Serves as a liaison/information source between the work unit, courts, other criminal justice agencies, treatment agencies, and the general public.</p> <p>Assists in the developing, writing, and implementation of internal policies, job descriptions, and guidelines in conjunction with Administration.</p> <p>Provides coverage in absence of Program Manager or other supervisory staff to assist in the smooth operation of the unit/division.</p>
Start	1/20/2017
End	2/3/2017
Manager	Briggs, Shauna

Dept.	Human Services
Division	2500000719-Library Services
Title	Customer Service Specialist
Grade(s)	10
Type	Full-Time
Position #	#00002917
Vacancy	2/4/2017
Job Duties	<p><u>JOB SUMMARY</u></p> <p>Provide public service in the circulation area to register and issue library cards, check out materials, accept payments for fines and fees, handle inquiries and resolve customer account problems. Fill and process holds and perform a variety of other clerical tasks.</p> <p><u>MINIMUM QUALIFICATIONS</u></p> <p>One year of related work experience in customer service.</p> <p>Applicants who speak English and Spanish fluently may be given preference at some library locations.</p> <p>The successful applicant must have the ability to stand, walk and sit to use a computer workstation for extended periods of time, occasionally push and/or pull a loaded shelving cart weighing up to 150 pounds, and occasionally lift up to 30 pounds.</p> <p><u>ESSENTIAL FUNCTIONS</u></p> <p>Provide public service at the Circulation Desk in person and on the phone.</p> <p>Collect payments for fines, fees, book sale items and supplies.</p> <p>Resolve customer account problems. Waive or negotiate payment of charges, as appropriate.</p> <p>Check library materials in/out, place holds, renew items, search for and retrieve materials.</p> <p>Assist and train customers to operate library equipment; troubleshoot basic equipment malfunctions.</p> <p>Review library card applications, verify eligibility and identification, issue and/or update library cards.</p> <p>Provide information about borrowing policies, library services and programs, etc.</p> <p>Fill and process hold requests.</p> <p>Use PC and specialized software, payment transaction system and other library equipment (self check machines, laser, printer, copier, etc.)</p> <p>Perform assigned support tasks, sorting, shelving and other clerical duties.</p>
Start	1/22/2017
End	1/22/2017
Manager	Rice, Marian