



ASSISTANT ASSESSOR

CLASS CHARACTERISTICS: Incumbent in this class reports to the Assessor, directs a division of the Assessor's Office, and is involved in developing strategic, long-term plans for the Assessor's Office. Incumbent has responsibility, through subordinates, for appraisal activities within the Assessor's Office, to supervise the real and personal property appraisal staff assigned to the County Assessor's Office, and to oversee the day-to-day operations of the division. The incumbent may act in the Assessor's absence.

ESSENTIAL JOB DUTIES: Plans, organizes, evaluates, selects, trains, assigns and directs the work of staff responsible for the appraisal of real and personal property for tax purposes; reviews the work of subordinates to ensure adherence to appraisal procedures; conducts field reviews and resolves differences of opinion between property owners and appraiser; reviews and analyzes legislation, case law, and other regulations which may impact the Assessor's Office; assists in preparing policies, procedures, and forms consistent with new laws and communicates changes to staff; conducts staff meetings; prepares a variety of written reports and correspondence as needed; represents the Assessor before the Assessment Appeals Board; assists in providing a variety of information to the public regarding property appraisal procedures, policies, and methods; answers the more technical questions regarding assessments; prepares reports required by state and federal law; other related duties as required.

EMPLOYMENT STANDARDS

Education/Experience: Requires equivalent to a Bachelor's degree with major coursework in accounting, business or public administration, economics, or a closely related field; plus two years of experience at the Senior Appraiser level. Experience related to the appraiser function that will have provided the necessary knowledge and skills outlined below may be substituted for the college education on a year-for-year basis to a maximum of two years.

Knowledge of: Theories, principles, and practice of rural, residential, commercial, and industrial real property appraisal; provisions of State Constitution, Revenue and Taxation Code, and other regulations pertaining to the assessment of real and personal property; principles, practices, and theories of appraising business and personal property, fixtures, and equipment; principles and

techniques of supervision and management, personnel practices, policies, and procedures; computer applications as required to perform duties.

Skill in: Planning, prioritizing, assigning and evaluating the work of appraisal staff; conducting employee training and development; assembling and analyzing appraisal data and determining factors affecting the valuation of real and personal property; preparing complex and detailed written and verbal reports; arithmetical calculations, charting, describing, and sketching in connection with appraisal work; analyzing situations accurately and adopting the most effective course of action; performing administrative work including budgeting; establishing and maintaining effective work relationships with those contacted in the course of work.

Physical ability to: Must have ability to walk, stand, climb and descend stairs, while carrying up to 20 pounds; sit for prolonged periods of time using keyboard; ability to use telephone; drive a motor vehicle.