

BANNOCK COUNTY **CLASS SPECIFICATION**

CHIEF DEPUTY ASSESSOR

Department: Assessor
FLSA Designation: Exempt

Pay Grade: None
Effective Date: 10/04, 08/09

Purpose of Class

Performs managerial, administrative and supervisory tasks to ensure the effective and efficient day-to-day operation of the County Assessors office; performs related work as required.

Primary Function

This position performs a variety of managerial, administrative and supervisory tasks designed to ensure effective and efficient day-to-day operations of the County Assessors office, including personnel management and ensuring accuracy of the abstract of market value for countywide ad valorem taxes. The work is performed under the general direction of the County Assessor and assumes responsibility of the department in the absence of the Assessor. The nature of the work requires the employee to be detail oriented and time sensitive to mandated deadlines. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, supervises and administers the functions of all divisions of the Assessors office according to rules and regulations of County, State Tax Commission and State of Idaho statutes;
- Attends administrative meetings and apprises elected officials of office programs;
- Performs office personnel management function including recruitment and selection, evaluations, and employee relations;
- Develops recommendations for changes in policies, practices and procedures related to statutory changes affecting the operations of the department; implements changes upon approval; trains employees in changes to code and regulations;
- Monitors fiscal activity of the office to assure compliance with established cost and spending limitations; makes budget recommendations;
- Monitors computer programs needed to produce job printouts and updates; receives and reviews printouts to identify errors;
- Performs complex troubleshooting to assure accuracy of abstract; searches data entry files to locate source of errors, corrects errors as needed;
- Prepares abstract, Urban Renewal, and new construction rolls;
- Coordinates with the State Tax Commission to assure uniform tax assessment through programming and required reports (i.e., abstract, circuit breaker, home owner exemption, urban renewal, and new construction rolls);
- Processes all exempt property applications following Commissioners approval;

- Identifies parcels for the Urban Renewal Areas and base values for the Tax Increment Financing projects; monitors and maintains files for these and like projects;
- Represents Assessor in an official capacity when requested;
- Consults with various individuals and agencies on behalf of County in property tax matters;
- Conducts special studies or assignments for the County Assessor involving functions and programs of Assessors office;
- Performs computer data entry to maintain a variety of current records, data and files;
- Makes assignments and monitors subordinate performance to maintain quality control and accuracy;
- Coordinates auditing of commercial appraisals, new homeowners applications, homeowners deletion letters, and all override situations;
- Reviews and approves all letters of cancellation for final review by Commissioners and processes necessary changes;
- Monitors landfill charges for Commissioners and Treasurer and has programs designed to apply these charges to tax files;
- Prepares and generates reports as needed;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance County policies, procedures and safety practices.

Other Duties and Responsibilities

- Performs duties of County Assessor in that official's absence;
- Performs other office functions as needed;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Principles and practices of effective management and supervision;
- County computer programs and applications specific to Assessors office;
- Conflict resolution and mediation techniques and methods;
- Effective communication skills;
- Terminology unique to the appraisal field;
- Current laws, principles, procedures, techniques and approaches to value used in the appraisal of real and personal property;
- Tax laws of the State of Idaho as they relate to personal and real property tax, taxing processes and the inter-relationship with other County offices;
- County boundaries, roads, rivers and tax code areas;
- Maps, plats, aerial photos and other tools related to Assessor office functions.

Ability to:

- Supervise the work of subordinate staff;
- Determine priorities and make work assignments;

- Evaluate, train and motivate employees;
- Understand and use a variety of math formulas and concepts;
- Read legal descriptions, deeds, plat books, maps and blue prints;
- Analyze data, make conclusions and develop plan to solve problems;
- Plan and organize manpower and financial resources for efficiency and productivity;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Operate a variety of standard office equipment;
- Prepare statistical reports and records;
- Communicate effectively, both orally and in writing, in a clear concise manner;
- Maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;
- Respond to citizen requests in a courteous manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Use integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Successful completion of Appraisal Courses I and II given by the Tax Commission and approved by the Association of Assessing Officers is required; and
- Four (4) or more years progressively responsible experience providing exposure to the duties and responsibilities of each division within the Assessors office is required, or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a cash register, personal computer and standard office equipment, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, and balance, ability to sit or stand for long periods of time, with or without reasonable accommodation, which permits the employee to work in an office environment.