



<b>WORKING TITLE:</b> DEPUTY ASSESSOR	<b>CLASSIFICATION:</b> DEPUTY ASSESSOR
<b>DEPARTMENT:</b> ASSESSOR	<b>DIVISION:</b> ASSESSMENT & TAXATION
<b>PAY RANGE:</b> NYBCM 25	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9410
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Supervises and participates in administration of the Assessor's department. Work involves establishing and implementing department policies and procedures; representing the Assessor before the County Board of Equalization and other County departments, supervising and implementing the sales and ratio study functions and performing special projects as assigned. Troubleshoot difficult or sensitive issues between the department and the public. During the absence of the Assessor, the incumbent in this class is responsible for direction and administering the operations of the Assessor's office.

***SUPERVISION RECEIVED:***

Works under the direction of the Assessor who outlines objectives and policies and reviews performance for overall results achieved.

***SUPERVISION EXERCISED:***

Exercises supervision over subordinate professional and administrative support personnel.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Works with the Assessor in developing, implementing and modifying department: goals, objectives, policies and procedures.
- Works with the Assessor in directing all aspects of the sales and ratio study program including organizing, staffing and reviewing the results.
- Directs and participates in developing and implementing new programs or special projects as assigned by the Assessor.
- Troubleshoots, answers questions and resolves problems and issues with other County departments, such as Planning and Development, County Clerk and County Surveyor.
- Represents the Assessor or the department before the Board of Equalization, Oregon Department of Revenue and in resolving questions, concerns and complaints of taxpayers.
- Performs other related work as assigned.

## **JOB SPECIFICATION**

### **KNOWLEDGE OF:**

- The principles and practices of administration and supervision.
- Modern principles and practices used in property appraisal and sales ratio study and adjustment analysis.
- State statutes and administrative rules applicable to property appraisal and tax assessment.
- County government operation and organization.

### **SKILL IN:**

- Planning, organizing, and supervising work of subordinates.
- Communicating both orally and in writing.
- Developing and maintaining appropriate, relevant professional relationships.

### **ABILITY TO:**

- Work independently and delegate responsibility.
- Plan, organize, coordinate and supervise the work of subordinates.
- Express ideas effectively, both orally and in writing.
- Read, understand, interpret and apply state statutes, administrative rules, county ordinances and department policies and procedures.
- Represent the Assessor before various boards and governmental agencies.
- Interact with the public in a helpful, courteous, and tactful manner.
- Establish and maintain effective working relations with subordinates, other county workers, taxpayers and the assessor.
- Attend work as scheduled and/or required.

### **MINIMUM EXPERIENCE AND TRAINING:**

Three years of ratio study experience AND one year of supervisory experience. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may substitute for the above.

Current Oregon State Certification as Property Appraiser is required.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is

typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*