



<p>POSITION DESCRIPTION</p> <p>Chief Deputy Assessor</p> <p>FLSA Status: Exempt County Classification: Executive Salary Grade/Band: 16</p>	<p style="text-align: right;">28 January 2015</p> <p style="text-align: right;">Reports to: Duchesne County Assessor Revised: Human Resources Initials: _____</p>
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POSITION PROFILE

Performs a variety of supervisory and professional duties. Assists with the administrative functions of the department, assuring accurate valuation of real and personal property for county taxation purposes. Oversees quality assurance, mapping and property transfer, public relations/services and administrative Services. Assists, as assigned in Assessor's absence, in directing the function of County Assessor's Office.

- GOALS**
- To ensure work performance, effective time management practices, and attention to detail.
 - To assist the public promptly, professionally, and efficiently.
 - To be a strategic partner in the overall operations of the Assessor's Office.

- ESSENTIAL FUNCTIONS**
- Assists in the day to day management of the office, participates in the development of departmental priorities, goals, and project schedules; may assist in the development in general training to new personnel, travels out of town as required for meetings and trainings.
 - Performs supervisory and advanced level duties in the inspection, classification, valuation and appraisal of real and personal property.
 - Supervises computer data input and the processing of documentation needed in creating the county assessment roll.
 - Provides oversight of Assessor information technology, property tax systems, and software relating to data access, storage and workflow.
 - Assists in the development of standard office operation, policies, and implements upon approval.
 - Actively involved in the ongoing reappraisal and appraisal efforts of residential and rural properties.
 - Assists in scheduling and coordinating field work and appraisal workload in establishing appraisal priorities and total coverage of the county.
 - Records appraisal information on standardized report form; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals to identify any variation from standards.
 - Travels through designated areas being alert to new construction and land development; contacts property owner's to arrange for appraisals; collects, evaluates and prepares sales for data and programs related to property valuation and appraisals; assists county assessor in collecting and seizing delinquent personal property.

- Responds to questions from property owners related to the evaluation and assessment of property; operates computer to obtain results needed for fair taxation; enters property values as needed estimates taxes on partially completed new construction.
 - Assists with budget preparation, purchasing processes, and tracking expenditures.
 - Oversees the preparation of sales-ratio-reports including the statistical analysis, analytical reports, and market indicators to determine assessment ratios.
 - Reviews and reconciles all types of property valuations.
 - Coordinates assessment office resources with other County departments, volunteer groups, the public, and outside agencies.
 - Updates and drafts department policies and procedures.
- Represents the assessment office and/or the County Assessor in hearings before the Utah State Tax Commission, district court, and in public relations and other matters as assigned.
- Assists with training of Appraiser Trainee(s) and Appraiser I(s). Directly responsible to assist trainees in logging 400 appraisal experience points and preparing appraisals for submission to Division of Real Estate to qualify for testing to become licensed.
 - Assists with training and instruction of intermediate trainee and intermediate appraisers.
 - Performs related duties as required.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent;
- Considerable experience in assessment services, administration, and/or property appraisal (real or personal) which has led to the acquisition of the required knowledge, skills and abilities; or
- An equivalent combination of education and experience.

CERTIFICATIONS AND LICENSES

- Certified Appraiser with the Utah Department of Commerce Division of Real Estate and become certified as an Ad Valorem General Appraiser with the Utah Tax Commission within three (3) years of selection to this classification.
- Complete continuing education (CE) training every two (2) years.
- Incumbent must possess a current driver's license.

SKILLS/ABILITIES

- Considerable knowledge of terminology unique to the appraisal field.
- Knowledge of current principles, procedures, techniques and approaches to value used in the appraisal of real property; computer assisted property appraisal.
- Knowledge and experience with tax laws of the state of Utah as they relate to property tax and the taxing process; taxation appeals processes related to board of equalization.
- Ability to provide public relations and build interrelationships with other county offices.
- Knowledge of material quality and cost of construction; technical report writing; methods of land appraisal.
- Familiarity with county geography.

- Working knowledge of state statutes related to assessment;
- Ability to understand and implement the principles and practices of appraisal, taxation, geographic information systems, statistical analysis and valuation modeling;
- Develop effective working relationships with elected officials, professionals, the public, and coworkers.

PERFORMANCE MEASUREMENTS

- Exemplify professional and courteous customer service and interpersonal relations.
- Ability to establish and maintain effective working relationships with the public, employees, County officials, and representative agencies.
- Tasks require focus directed toward various activities in the Assessor's office.
- Ability to interpret and carry out complex instructions and assignments as warranted.
- Ability to impart information to others when necessary.

LANGUAGE SKILLS

- Ability to read, analyze, and enter detailed information as required under statute and in accordance with established policies and procedures.
- Ability to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Technical ability to use computer aided mass appraisal systems.

PHYSICAL REQUIREMENTS

- Regularly: Sit at a desk or table; drive a motor vehicle; work for sustained periods of time maintaining concentrated attention to detail; and distinguish between shades of color.
Occasionally: Walk, stand, or stoop; lift or otherwise move objects weighing up to 25 pounds.
- Employee must be able to maneuver in tight places such as the records vault and in filing areas.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.