



POSITION DESCRIPTION Deputy Assessor I, Licensed Appraiser FLSA Status: Non Exempt Classification: Occupational Salary Grade/Band: 3	28 January 2015 Reports to: County Assessor Revised: <u>04/06/15</u> Human Resources Initials: _____
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POSITION PROFILE Under the supervision of the County Assessor and Chief Deputy Assessor, appraises real and personal property to determine its fair value. May assess taxes in accordance with prescribed schedules. Performs a variety of routine administrative and advanced level clerical duties. Responsible for the flow and completion of assigned work within general guidelines, and may require the exercise of some judgment in application.
GOALS <ul style="list-style-type: none">• To ensure accuracy in a fast paced work environment especially when recording documents and processing information.• To ensure work performance, effective time management practices, and attention to detail.• To articulate and convey information accurately and appropriately to staff and public.
ESSENTIAL FUNCTIONS <ul style="list-style-type: none">• Determines taxability and value of properties, using methods such as field inspection, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis.• Explains assessed values to property owners and defends appealed assessments at public hearings.• Inspects properties, considering factors such as market value, location, and building or replacement costs to determine appraisal value.• Inspects new construction and major improvements to existing structures to determine values.• Conducts regular reviews of property within jurisdictions to determine changes in property due to construction or demolition.• Maintains familiarity with aspects of local real estate markets.• Reviews information about transfers of property to ensure its accuracy, checking basic information on buyers, and sales prices and making corrections as necessary.• Analyzes trends in sales prices, construction costs, and rents, to assess property values or determine the accuracy of assessments.• Writes and submits appraisal and tax reports for public record.• Prepares and maintains current data on each parcel assessed, including maps of boundaries, inventories of land and structures, property characteristics, and any applicable exemptions.• Establishes uniform and equitable systems for assessing all classes and kinds of property.

- Identifies the ownership of each piece of taxable property.
- Completes and maintains assessment rolls that show the assessed values and status of all property in a municipality.
- Issues notices of assessments and taxes for personal property.
- Approves applications for property tax exemptions or deductions for primary statuses of residential properties.
- Calculates tax bills for properties by multiplying assessed values by jurisdiction tax rates.
- Mentors and trains staff members as necessary.
- Provides sales analyses to be used for equalization of school aid.
- Serves on assessment review boards.
- Assists the general public and private businesses by responding to inquiries and requests for tax information, motor and vehicle information.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- Associates Degree
- Cash handling experience.
- Bilingual Spanish preferred but not required.

LICENSE AND CERTIFICATION

- Must be able to obtain appraisal license with the Utah Department of Commerce Division of Real Estate.
- Must have a current and valid Utah Driver License; and
- Must be able to successfully pass a background investigation and drug test.

TRAINING

- Complete 200 hours of specialized training in residential and agricultural appraisals.

SKILLS/ABILITIES

- Must be able to learn COINS software for payments and accounts tracking.
- Must use basic math to perform daily calculations.
- Practice effective bookkeeping procedures.
- Able to operate computer and perform research functions using internet or database.
- Must be attentive to detail and accurate.
- Maintain records, files and other important documents.
- Must be able to work effectively with coworkers, management, and public.
- Ability to accept and adapt to changes.
- Exemplifies professional and timely work processes.
- Able to establish and maintain effective working relationships with employees, county officials, and public.
- Able to maintain confidentiality at all times.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Ability to impart information to others when necessary.
- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbal forms.
- Ability to impart information to others when necessary.

REASONING ABILITY

- Ability to interpret and carry out instructions and assignments as warranted furnished in written, oral, or diagram form.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand for long periods of time, walk, kneel, crouch, stoop, reach, twist, and lift up to 20lbs pounds on occasion.
- Extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, and filing.
- Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 40 pounds.
- Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HAZARDS

- Work may expose the incumbent to potentially hostile situations and to individuals who are angry, agitated or otherwise upset.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

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

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.