



CLASSIFICATION NO. 065  
Established: 4/73  
Revised: 11/89, 1/93, 5/07  
Revised Title: 1/19  
FLSA: Exempt  
EEO: 1

## **DEPUTY ASSESSOR**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize, manage and direct the activities of the Assessment and Taxation Division within the County Assessor's Office; to supervise the technical, clerical and supervisory personnel; to act for the County Assessor in their absence as required; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The County Assessor's Office is responsible for the mapping and appraisal of properties in the County, the preparation of property assessment and taxation rolls and the collection and distribution of property taxes. This department provides services to all government jurisdictions in the County, including schools, cities and special taxing districts.

The Deputy Assessor is responsible for the preparation, compilation and processing of the County's assessment and taxation rolls, the collection of real and personal property taxes and special assessments, and the distribution of tax funds to a variety of different taxing districts within the County.

The Deputy Assessor is the second in command within the department and reports to the elected County Assessor. It differs from the Assessment and Taxation Supervisor which oversees and performs complex technical work involved in the preparation of the annual assessment and taxation rolls and/or the collection and distribution of tax funds.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, formulates, recommends and implements new and revised policies and procedures to facilitate office operations and to comply with State statutes, rules and timelines; confers with other department/division managers to coordinate work flow and data collection/analysis and budget considerations .
2. Oversees the preparation and compilation of assessment and tax rolls, the processing of the public utility roll, state industrial property returns, business personal property returns, and property tax exemptions; the collection of taxes and the distribution of funds; ensures the accurate recording and accounting of property assessments and tax receipts.
3. Reviews and approves or denies budget and levy requests from taxing districts; examines requests for compliance with applicable statutes; computes district tax levy rates; compiles consolidate levies; apportions tax levies to other counties within the taxing district.

4. Hires and directs supervisory, technical and clerical staff to provide quality service to citizens and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
5. Confers with officials of other counties and the State to coordinate programs and review information on property tax laws and opinions; represents the County Assessor as required.
6. Provides information and assistance to the public, taxpayers, title companies and agency officials regarding property assessments, taxation, exemptions and tax district budgets; responds to public complaints.
7. Provides administrative direction to division managers and supervisors during County Assessor's absence; consults on appraisal projects as necessary.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: State and local laws, regulations and procedures governing the assessment and taxation of real and personal properties, the preparation and maintenance of tax and assessment rolls, tax collection and the valuation of real and personal property for assessment purposes; laws, regulations and procedures pertaining to the preparation and processing of taxing district levies and budgets; laws, rules and regulations pertaining to deferrals, annexations, parcel divisions/adjustments, exemptions, mobile homes and special assessed properties.

Working knowledge of: Principles and practices of public administration, including personnel management; participative management theories; data processing techniques and functions related to assessment and tax collection; principles and practices of public accounting and reporting; deeds and other legal instruments affecting property titles; quantitative analysis.

Skill to: Interpret and apply laws, regulations and procedures pertaining to assessment, valuation, tax collection and district levies; organize and complete work in compliance with strict time requirements; perform calculations to determine accurate tax rates; organize and supervise recordkeeping functions in conformance with state rules and regulations; explain assessment and taxation methods and regulations to staff and the public; communicate effectively, both orally and in writing; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with the public; agency officials and County employees; prepare clear and concise reports; plan and direct the work of assigned staff through subordinate supervisors.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

**PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.