

WASHINGTON COUNTY
Job Description

JOB TITLE: Chief Deputy Assessor

Exempt (Y/N): Yes

DEPARTMENT: Assessor's Office

DATE REVISED: August 2015

SUPERVISOR: Assessor

SUMMARY:

The Chief Deputy Assessor is the Assessor's second in control for the department. The Chief Deputy Assessor is accountable for the overall management of the office and supervision of all department personnel. This position is responsible for maintaining accurate real estate records in excess of \$16.4 billion in appraised property value throughout the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Establish procedures and policies regarding workflow and accuracy. Responsible for the smooth and professional operation of the Assessor's office.
2. Supervise all data processing, 3 departments with 30 employees and PC's.
3. Resolve problems and deal with customers in a professional manner
4. Deal directly with Assessment Coordination Department concerning Assessor's abstract and assessment procedures.
5. Report abstract values by taxing district to ACD, school superintendents, cities, and other taxing entities as a basis for revenue projections during the budgeting process.
6. Assist Assessor with matters involving County policies.
7. In the absence of the Assessor, attend all meetings and act on his behalf.
8. Prepare all abstracts as required by the Assessment Coordination Department.
9. Maintain and assist with preparation of office budget.
10. Responsible for procurement of office supplies and equipment to ensure timely completion of important functions of the office.
11. Maintain personnel records.
12. Conduct and chair meetings with outside entities and internal personnel to ensure efficient organization of professional activities relating to property assessment.

13. Represent the office to professional groups to procure cooperation and assistance and participate in funding when needed in promoting projects that aide in accurate and equitable assessment.
14. Assist Assessor with (hiring/firing) personnel decisions.
15. Process exemption requests, including physical inspections of personal and real properties. Assessor considers all non-routine requests.
16. Prepare annual rollback report for ACD & the Quorum Court.
17. Conduct liaison activities in a professional manner and ensure maximum cooperation between and among the county, public and other agencies.
18. Apply rural fire dues to parcels that are to be collected by the County Collector per a county ordinance.
19. May be required to travel for training and /or to represent the Assessor's Office at various meetings and functions.
20. Maintain mineral parcels with the most up-to-date values to roll over to the Collector.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 3 departments within the Assessor's Office. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems; maintains personnel records and payroll data. When needed, will follow Assessor's disciplinary policy and procedure – using FORM PIP Created 8/20/15

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Bachelor's degree or related experience is desirable. The incumbent should have previous experience with Windows (or similar networking software; Paradox (or similar database software); Crystal Reports, general knowledge and familiarity with databases.

OTHER SKILLS and ABILITIES:

The incumbent should possess good problem-solving and computer skills; excellent interpersonal skills when dealing with taxpayers and other employees; have knowledge of modern office

practices, procedures, and equipment; have strong written and verbal communication skills; desirable to have understanding of tax laws and terminology. Must have the ability to work quickly and possess dexterity when operating machines. This person must possess strong supervisory skills in order to direct the work of others in an efficient and professional manner.

PHYSICAL DEMANDS:

The physical demands described here 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.

While performing the duties of this job, the employee must regularly stand, talk and hear. Occasionally sit, use hands to finger, handle, or feel objects, reach with hands and arms. Specific vision abilities required by this job include close vision.

The employee must occasionally be required to lift up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.