WASHINGTON COUNTY
Job Description

JOB DESCRIPTION
Chief Deputy of Real Estate/Personal Property

Exempt (Y/N): Yes | **DEPARTMENT**: Assessor
DATE REVISED: November 2015 | **SUPERVISOR**: Chief Deputy Assessor

SUMMARY:
The Assistant Assessor(s) is/are responsible to ensure that all real estate and personal property is assessed properly within Washington County, resulting in real estate appraised values totaling over $14.1 billion and personal property values totaling over $2.4 billion. Currently there are two incumbents in this position. Ensure that all functions are performed efficiently and in a professional and timely manner. All assessments must be accurate in accordance with state law to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, city, and county organizations. Represent the Assessor's Office at conventions, seminars, and training activities in a professional manner. Manage and supervise all department staff (totaling 30) representing various degrees of experience and educational levels. Ensure each situation is handled according to County policies. The incumbent is required to be on call after hours and weekends.

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

1. Primary responsibility is supervising staff, but also provides overall management and facilitates efficient operations by integrating multiple department functions, including satellite offices.

2. Provide direct supervision to department supervisors, to Amendment 79 administration, Geographic Information System Coordinator, Geographic Information System Technicians, lead personnel, and other technically trained personnel.

3. Interpret ACD mandates regarding changes in real estate appraisal procedures.

4. Establish fair and equitable values on items not included in the ACD Personal Property Manual.

5. Verify that all real estate and personal property has been correctly assessed, including online personal property assessments. Resolve incorrect assessments.

6. Verify that all real estate and personal property has been correctly assessed, including online personal property assessments. Resolve incorrect assessments. This includes responding by email or by phone to customer questions generated via the online assessment site concerning personal property and real estate assessments..

7. Maintain a fleet of County vehicles by keeping accurate records on use, maintenance, and condition of each vehicle.

8. Ensure full disclosure of information requested by all parties during Equalization Board hearings.

Define the methods of appraisal for tax purposes.

9. Ensure that all information requested by ACD, taxpayers, tax consultants, and Equalization Board members is accurate and available.

10. Act as main contact for outside professionals.

11. May perform appraisal of County owned surplus property. This includes on-site inspections of vehicles, road graders, dozers, or any other surplus property.

12. Provide interpretation of constitutional amendments affecting property valuations for staff and external entities.

13. Provide training to employees. Ensure all staff members have achieved certification as required by Assessment Coordination Department.

14. Provide assistance and resolve problems for other staff members in the absence of their immediate supervisor.

15. Provide daily operational supervision to the staff in the unit. Distribute job assignments equitably among available personnel to maintain department efficiency.

16. Assist state auditors in obtaining necessary information during the course of their on-site ratio studies.

17. Responsible for decision making regarding appraisal and assessment methods and procedures.

18. Act as representative for the Assessor in their absence; responsible for decision making relative to office operation in the Assessor's absence.

19. Responsible for documenting and reporting personnel payroll to the Comptroller's office as well as documenting part-time/temporary personnel payroll to the appropriate agencies.

20. Drive a county vehicle to conduct on-site assessments and field checks, when necessary.

21. Oversee and direct special projects for quality control of assessment records and database management as well as cooperative projects for other county departments by full-time and temporary personnel, including working after hours to complete time sensitive projects.

22. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies by fostering working relationships with internal and external professional entities involved in the assessment process.

23. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.

24. May be required to teach appraisal courses sponsored by the Assessment Coordination Department to Washington County employees and other jurisdictions.

25. Is required to travel for training and/or to represent the Assessor Office at various meetings and functions.

SUPERVISORY RESPONSIBILITIES:

The Assistant Assessor must be able to efficiently manage the office staff and perform all assessment functions without direct supervision. The staff positions directly supervised by the Assistant Assessor(s) are determined by the Assessor. One Assistant Assessor has primary responsibility for direct supervision of the Real Estate Supervisor/Amendment 79 administrator, Senior Appraiser, Real Estate Evaluator, Geographic Information System Coordinator, Geographic Information Systems Technicians, and Real Estate Lead Personnel. One Assistant Assessor has primary responsibility for direct supervision of the Personal Property Lead Personnel, Commercial Personal Property Lead Personnel, Personal Property Assessors, and Personal Property Office Managers in outside locations. The incumbent(s) carries out supervisory responsibilities in accordance with the organization's policies and applicable law. Responsibilities include interviewing, making recommendations for hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems. 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. Minimum of high school diploma or general education degree (GED); five years assessment experience; and completion of course requirements for state certification for Level IV Appraiser and/or Level IV Assessment Administrator. The incumbent must have expert knowledge of Arkansas' Ad Valorem tax system.

OTHER SKILLS and ABILITIES:

The incumbent(s) should possess basic computer skills; be able to organize work so as to work without supervision; have supervisory skills; have knowledge of modern office practices, procedures, and equipment; and have strong written and verbal communication skills. The incumbent(s) must possess a valid Arkansas Driver's license and have an excellent driving record.

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 is regularly required to sit; and talk or hear. The employee frequently is required to walk, stand, use hands to finger, handle or feel objects and reach with hands and arms. The incumbent must be capable of walking on all types of terrain.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

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.