

**WASHINGTON COUNTY**  
Job Description

JOB TITLE: Deputy Assessor I

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Exempt (YIN): No

DATE PREPARED: August 2015

DEPARTMENT: Assessor

SUPERVISOR: Real Estate Supervisor/  
Personal Property Supervisor

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**SUMMARY:**

The Deputy Assessor I is responsible for updating real estate and/or personal property assessment records and interacting with the public in an information/problem solving capacity. Collect monies for copies of assessment records and maps. Ensure that all assessment transactions and interpersonal exchanges are performed efficiently and in a professional and timely manner often under adverse conditions. 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. Ensure each situation is handled according to County policies. The incumbent ensures that assessment values are correctly posted on assessment records. Each Deputy Assessor I is responsible for 1 billion in appraised personal property values through their accuracy of records. The Deputy Assessor I is responsible for making subjective determinations regarding application of documents affecting real estate and personal property assessments.

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

1. Using copies of deeds received from Circuit Clerk's Office, the incumbent determines the applicable records and makes the appropriate updates to the information in the CAMA system.
2. Assist the public in person or on the telephone in order to correctly assess land and buildings parcels, provide information pertaining to splits, property values, ownership of parcels, and other data which may be requested.
3. Make personal property assessments both in person and by phone, mail, email, fax, and verify online assessments.
4. Make proper updates using copies of recorded deeds and court orders from the Circuit Clerk's office, as well as death certificates and other probate related documents from the County Clerk's office.
5. Ensure proper documentation of all information needed for assessments is organized for scanning to ensure proper record retention and retrieval. Organize work for daily goals and stay current on a daily basis.
6. Assist customers with locating a piece of property on a map or locating a specific property owner by legal description or an address. Also must be able to identify specific properties on the personal property assessments.

7. Must be able to assist in the training process of new employees, including hands on instruction of assessment procedures. This includes all aspects of personal property assessment, real estate name changes, mapping skills and general assessment knowledge.
- 8 Collect and receipt for money collected from customers for photocopies.
9. Provide legal descriptions available from assessment records for the public on their property.
10. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
11. 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.
12. Make decisions regarding appropriate methods to correct errors on assessment records, which requires knowledge and understanding of the appropriate documents required to accomplish the correction.
13. Attend appropriate training and courses including continuing education (classes and/or seminars) as may be required by the Assessor.
14. Successfully cross-train in other departments as required by the Assessor.
15. Must be able to read and define GIS digital maps to use for assessment record changes.
16. Must be able to interpret digital maps to assess school district's boundaries and proper tax districts in order to establish the correct millage for taxation purposes, and amending tax districts if the person has moved.
17. Using titles and/or Bill of Sales, to assess personal property of individuals and businesses by phone, fax or email and in person. This would include vehicles, boats, planes, trailers, motorcycles, ATV's motor homes, livestock, etc.
18. Update personal information on individuals and businesses, such as address and phone numbers. If the taxpayer has not been assessed in our county before, the deputy assessor must find out if the individual has previously assessed in another state, moved from another county or if this is the person or business's first assessment and make the appropriate notes for tax clearance purposes. Research assessments by using vehicle identification numbers, names and addresses before opening new accounts, thereby avoiding duplicate accounts.
19. Verifying each item on the taxpayer's previous year assessment and removing items when necessary. If the items remaining on the assessment are items that do not automatically depreciate, you must make sure that proper depreciation is given from pricing manuals or from internet research, and revalue older vehicles whose value must be rated and determined by its particular condition.

20. Answering questions and directing walk-in customers as well as phone calls to the proper office or department.
21. Responsible for using general affidavits to remove permanently tagged items from current assessments.
22. Correcting assessments based on reports that are designed for the purpose of checking for accuracy. Also, auditing reports supplied by the State, which show items tagged by the Revenue Department for the Assessor's Office to verify that same item is being properly assessed.
23. Must demonstrate the ability to make decisions concerning correspondence to outside agencies to request corrections of documents affecting assessment records and be able to prioritize assigned tasks and daily work flow.
24. Must be willing to work in satellite offices when necessary.
25. Other duties as assigned.

**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:**

Minimum of high school diploma plus two (2) years real estate or mapping experience with public service preferred; or two (2) years college or technical school with emphasis in business education. Training in customer service is desirable. Basic knowledge of mapping systems or legal descriptions, real estate terminology, taxation policy and assessment system of the County is preferred.

**OTHER SKILLS and ABILITIES:**

Should possess PC computer skills in Windows based programs, Excel, Word, as well as mapping software (ArcReader, Deed Plotter) and accurate data entry and typing skills including 10 key skills. Must complete State of Arkansas Assessment Coordination Department courses; A (Maps, Legal Descriptions, and Assessment Administration), B (Valuation), C (Assessment of personal Property) within two years. Have knowledge of modern office practices, procedures, keyboarding skills and equipment such as all types of copiers, printers, FAX machines, etc. Have strong written and verbal communication skills as this position deals with the public most of the time, and in some cases, the citizens' emotions can be extreme. Be proficient with real estate legal descriptions, vehicle makes, models, etc., and the ability to use depreciation schedules. Must be a self-starter and able to do a variety of duties in an open area office. Must have a high level of accuracy for all data entry functions.

**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. Punctuality and regular

attendance is essential. While performing the duties of this job, the employee **will** regularly sit, stand, use hands to handle or feel, and talk or hear. The employee frequently is required to stoop, kneel, or crouch and reach with hands and arms. Occasionally, the employee must walk and climb or balance. The employee must occasionally be required to lift and/or move up to 10 lbs. Specific vision abilities required by this job include the ability to adjust focus, 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 as you would find in a normal office setting.