

WASHINGTON COUNTY
Job Description

JOB TITLE: Deputy Assessor II

Exempt (Y/N): No

DEPARTMENT: Assessor

DATE REVISED: November 2015

SUPERVISOR: Real Estate/Personal Property Supervisor

SUMMARY:

The Deputy Assessor II is responsible for the update of real estate and/or personal property assessment records and will interact with the public in an information/problem solving capacity. Assist with defining and applying the homestead credit per constitutional amendment 79; resulting in \$13.5 million in tax credits. This position is responsible for generated reports from various report queries for in-house use and for the public. Collect monies for copies of assessment records and maps and reports. 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. Ensure that assessment values are correctly posted on assessment records. Each Deputy Assessor II is responsible for the generation of at least 1.3 billion in appraised property value through their accuracy of records and providing support for Deputy Assessors. The Deputy Assessor II 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 office, determine affected records and update to 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 and reports which may be requested.
3. Make commercial personal property assessments using the depreciation tables (complex as there are different schedules for different types of equipment).
4. Make personal property assessments both in person and by phone and fax.
5. As ownership changes warrant, update values for both current and previous years using necessary corrective documents.
6. Make proper updates using copies of deeds received from the Circuit Clerk 's Office.
7. Organize work for daily goals and stay current on a daily basis.

8. Assist customers with locating a piece of property on a map or locating a specific property owner by legal description or an address, using hard copy maps and digital mapping software.
9. Collect and receipt for money collected from customers for reports and photocopies.
10. Provide legal descriptions for the public on their own property.
11. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
12. 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.
13. Assist the Real Estate Supervisor/Amendment 79 Administrator with organizing and managing the processes for applying and maintaining records for the Amendment 79 Homestead credit.
14. Verify Amendment 79 applications to help determine the benefits allowed by the law.
15. Must be proficient and knowledgeable of various report building programs, including “canned” reports in the CAMA system and Crystal Reports
16. Make decisions regarding appropriate methods to pursue corrections of documents affecting assessment records.
17. Successfully complete continuing education (classes and/or seminars) as may be required by the Assessor.
18. Successfully cross-train in other departments as required by the Assessor.
19. Must be able to read and define GIS digital maps to use for assessment record changes.
20. Must be able to interpret digital maps to assess school district boundaries to assign the correct millage rate to personal property and real estate assessments.
21. Using titles and or Bill of Sales, assessing the personal property of individuals and businesses for the purpose of taxation by phone or in person. This would include vehicles, boats, planes, trailers, motorcycles, ATV’s, motor homes, livestock, etc.
22. Updating personal information on individual and business accounts such as an address and phone numbers. If the taxpayer has not been assessed in our county before, the deputy assessor must find out if the individual had previously been in another state, moved from another county or first time car owner and make the appropriate notes for tax clearance purposes.
23. Answering questions and directing walk-in customers as well as phone calls to the proper office or department.

24. 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 the proper depreciation is given, and re-price older vehicles whose value must be determined by its particular condition.
25. Determining the proper tax district in order to establish the correct millage for taxation purposes, and amending tax districts if the person has moved.
26. Correcting assessments based on reports that are designed for the purpose for checking for accuracy. Also, analyzing 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.
27. Must demonstrate the ability to make decisions concerning correspondence to outside agencies to correct documents affecting assessment records and be able to prioritize assigned tasks and daily work flow.
28. 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 abstracting 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 abstracting or legal descriptions, real estate terminology, and the tax paying and assessment system of the County is preferred.

OTHER SKILLS and ABILITIES:

Should possess PC computer skills in Windows based programs, Excel, Word, Arc Map, Deed Plotter, and accurate data entry and typing skills. The incumbent should also 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. This position requires a working knowledge of Crystal Reports and CAMA based report programs and expert knowledge of Amendment 79 application. Should possess knowledge of modern office practices, procedures, keyboarding skills and equipment such as all types of copiers, printers, FAX machine, 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. Should be proficient in knowledge of 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. This position also requires 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. While performing the duties of this job, the employee is regularly required to 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 lift and/or move up to 10 pounds.

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 expect in an office.