

## **ASSISTANT ASSESSOR**

### **DEFINITION**

Under general direction, to assist with planning, organizing, and directing the functions of the County Assessor's Office; to provide daily office management, supervision and direction for professional appraisal staff, drafting personnel, and assessment roll maintenance and office staff; to establish work schedules; to provide general work review of appraisals; to be responsible for staff development and training; to provide special assistance with unusual and complex problems; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a Mid-Management position with general responsibility include day-to-day supervision and oversight of the functions and operations of the Assessor's Office. This is a single position classification for the position which provides top level management support for the elected County Assessor.

### **REPORTS TO**

County Assessor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Appraiser I, II, & III; Auditor-Appraiser I, II, & III; Fiscal and Technical Services Assistant I, II, & III; and Cadastral Drafting Technician I & II.

### **EXAMPLES OF DUTIES**

Works under the direction of the County Assessor and assists with planning, organizing, and directing the functions of County Assessor's Office; develops, presents, and controls the Department budget; provides daily direction, supervision, and management for Department staff, including professional appraisers, technical drafting staff, and assessment roll maintenance and office support personnel; outlines general work objectives and meets with personnel to insure that objectives are met; schedules and assigns works; maintains uniform appraisal standards; schedules and attends Board of Equalization hearings; assists appraisers with answering questions during hearings; provides direct work assistance with the most difficult and complex appraisals; provides technical guidance on specialized appraisal problems; insures the proper maintenance of assessment rolls; has responsibility for the training and evaluation of Department staff; explains assessment procedures, determinations, methods, and laws to the public; may speak before public groups concerning taxes and appraisal policies; oversees the preparation of analytical reports; oversees statistical and market analysis to determine assessment ratios; represents the County Assessor as delegated; serves as County Assessor in the Assessor's absence.

## **ASSISTANT ASSESSOR - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; may occasionally work outside; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Factors, techniques, methods, and principles involved in the appraisal of real property, personal property, and business assets.
- Methods of determining property value.
- Laws and regulations affecting the appraisal of real property, personal property, and business assets, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.
- Court decisions affecting the appraisal of land, buildings, structures, personal property and businesses.
- Responsibilities and functions of the County Assessor's office.
- Budget development and expenditure control.
- Office management methods and procedures.
- Principles of government administration, personnel management, and employee supervision and training.

#### Ability to:

- Assist with planning, organizing, and administering the functions of the County Assessor's office.
- Provide daily supervision and direct the work assignments of Assessor's staff.
- Analyze, evaluate, and modify appraisal methods and standards.
- Apply appraisal principles and techniques in the appraisal of real and personal property.
- Read and interpret maps and property descriptions.
- Direct the preparation and prepare, clear, concise and accurate records and reports.
- Effectively represent the County Assessor with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

### **ASSISTANT ASSESSOR - 3**

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least five (5) years of responsible experience performing the appraisal of real and personal property for tax assessment purposes, including at least two years in a supervisory capacity.

Special Requirements: Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.

Possession of a valid certificate as an appraiser issued by the State Board of Equalization.