



MAY 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0121

JCN# 0121

County of El Dorado
June 1990

Revised: May 2000
Revised: October 2002

ASSISTANT ASSESSOR

DEFINITION

Under administrative direction, ~~supervises staff~~ assists in planning, organizing, managing, and providing direction and oversight for all functions and activities related to the appraisal, assessment and auditing of real and personal property and business activities in the Assessor's Office.

DISTINGUISHING CHARACTERISTICS

~~This class is Assessor's Office; incumbents are responsible for direction of the day-to-day operations and activities of the Assessor's Office. This includes policy interpretation, program planning, fiscal management and the administration and direction of all operations, management, policy, and program planning of the Valuation Division in the absence of the Assessor. In addition, the incumbent during absences; and performs complex and difficult assessment and related work. This class is distinguished from the Assessor in that the latter is an elected official accountable for all County assessment functions related duties as assigned.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives administrative direction from the Assessor. Exercises general direction or general supervision over supervisory, professional, paraprofessional, technical, and administrative support staff either directly or through subordinate levels of supervision.~~

CLASS CHARACTERISTICS

~~This is an assistant department director classification that oversees and directs the Valuation Division of the Assessor's Office. This class assists the Assessor in the administration of departmental policies and procedures, and manages the activities of the staff involved in the functions of real, personal, and business property valuation required in the preparation of the local assessment roll. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work with that of other County departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions.~~

This class is distinguished from the Assessor in that the latter is a department head with responsibility for overall policy development, program planning, fiscal management, and operation of the department.

EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department of the Assessor.~~
- Assists/Provides responsible assistance and support to the Assessor with a variety of administrative and management functions in the Valuation Division.
- ~~Assists in managing and participates in the development and administration of annual/the department's budget.~~
- ~~Administers grants and contracts from; directs the state Department/forecast of Finance.~~
- ~~Plans, schedules, supervises and reviews the work of assigned staff.~~
- ~~Selects staff and provides additional funds needed for their work training and professional development.~~
- ~~Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action/staffing, equipment, and other personnel decisions.~~
- ~~Conducts informational meetings/supplies; directs the monitoring of and speaking engagements with other agencies, community service groups, homeowners associations and other public forums. — approves expenditures; directs the preparation and implementation of budgetary adjustments.~~
- ~~Provides technical assistance/Directs subordinates concerning the valuation methods and advice to other departments, staff and the public in area/techniques of responsibility.~~
- ~~Ensures that assigned activities are performed in accordance with appropriate codes, regulations and policies and that required documentation is submitted and maintained.~~
- ~~Coordinates permanent and temporary staff workloads to assure the timely completion of the annual assessment and supplemental assessment rolls.~~
- ~~Interprets policies, procedures and laws governing the valuation of property for assessment purposes.~~
- ~~Reviews legislation to determine its effect on current systems and staff workload.~~
- ~~Chairs and/or facilitates special workshops and/or ad hoc committees involving unique property appraisals, legislative issues, assessors handbook revisions and special topic surveys.~~
- ~~Answers questions from staff and the general public concerning the application of existing laws and new legislation on property values.~~
- ~~Coordinates, assists in preparation and presents cases at/Manages, directs, and represents the Assessor's Office before the Assessment Appeals Board of Equalization hearings. —, participates in the Chief Appraiser affiliate of the California Assessors' Association.~~
- ~~Prepares special reports for outside agencies; coordinates sales of assessment roll information.~~
- ~~Coordinates and maintains records of training needs for appraisal positions.~~
- ~~Monitors changes and proposed changes to property tax and assessment related legislation; evaluates their effect upon County activities and recommends policy and procedure modifications.~~
- ~~Defines departmental data processing and data base requirements for systems development staff.~~
- ~~Assists in identifying and participating in outreach opportunities to inform the public regarding property tax issues, laws, and/or regulations.~~
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- Selects, trains, motivates, and evaluates the work of division personnel, provides direction or coordinates staff training, works with employees to correct deficiencies.

- Develops, evaluates, and implements division policies and procedures and short- and long-range division goals and objectives.
- Develops and implements operational changes to maintain the highest assessment and valuation standards throughout the governmental assessment profession.
- Interprets, analyzes, and implements laws, rules, and regulations pertaining to assessment and valuation procedures.
- Researches and analyzes data; prepares reports.
- Attends and participates in professional group meetings; monitors current and upcoming regulations and codes; and stays abreast of new trends and innovations in the field of law and other services as they relate to the area of assignment.
- Represents the Assessor's Office before the courts and other governmental agencies.
- Makes public presentations related to the functions and duties of the Assessor's Office.
- Acts as the Assessor on a relief basis.
- Performs ~~other~~ related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- ⊗ Principles and practices of ~~administration, including goal setting and policy and procedure development, leadership.~~
- ~~Supervisory~~Principles and practices involved in the assessment of real and personal property.
- Administrative principles and practices including goal setting, budget development and implementation.
- Applicable federal, state, and county laws, codes, rules, regulations, legal opinions, and standards affecting functions and operations of the Assessor's Office.
- ⊗ Principles and practices of employee supervision, including work planning, assignment review and evaluation ~~and employee training and, discipline.~~, and the training of staff in work procedures.
- ⊗ Principles and practices of property appraisals for tax assessment.
- ⊗ California Revenue and Taxation Code and tax appraisal procedures and standards.
- ⊗ Laws, regulations and court decisions affecting the appraisal of land, buildings, structures and personal property.
- ⊗ Economic, environmental and related factors involved in valuation of properties.
- AdministrationLocal government organization and reporting of state grantsoperations.
- ⊗ Interrelationships between County government and ~~contracts.~~the community, and other agencies.
- ⊗ Data processing and data base requirements within an Assessor's office.
- ⊗ Principles of budgetary administration and control.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- ⊗ Techniques for providing a high level of customer service by effectively dealing with the public, sometimes in situations, which may be difficult or confrontationalvendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or

generate documentation.

Ability to:

- Assist in providing administrative and professional leadership and direction for the Valuation division, the Assessor's Office and the County.
- Assist in preparing and administering budgets; allocate limited resources in a cost effective manner.
- Plan, direct, coordinate, and administer a division of a department, through subordinate staff.
- Assist in preparing and administering budgets; allocate limited resources in a cost effective manner.
- Comprehend and interpret complex regulations, laws, and guidelines.
- Develop and implement short- and long-range departmental goals and objectives.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Explain policy, procedures, and recommendations to staff, other departments, public officials, and the general public.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications—including word processing, database, spreadsheet and proprietary applications, and modern business equipment to perform a variety of work tasks.

Skill in:

- ~~Planning, organizing, assigning, supervising, reviewing, and evaluating the work of assigned staff.~~
- ~~Training staff in work procedures.~~
- ~~Developing, implementing and interpreting goals, objectives, policies, procedures, work standards and internal controls.~~
- Analyzing, evaluatingCommunicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- ~~Exercise initiative, ingenuity, prudence, and modifying appraisal methods and standards.~~
- ~~Assembling, good judgment in analyzing and summarizing information relating to appraisal for tax assessment purposes.~~
- Interpreting and explainingsolving complex appraisal and assessment methodsdifficult administrative, managerial and determinationtechnical problems.
- ~~Researching~~Establish, maintain, and analyzing complex lawsfoster positive and~~regulations.~~
- ~~Preparing clear, concise and comprehensive recommendations, reports, and other written material.~~
- ~~Making presentations to boards, at public meetings, and to other agencies.~~
- ~~Exercising sound independent judgment within established procedural guidelines.~~
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- ~~Dealing tactfully and effectively with a variety of individuals, including hostile or irate clients and individuals from varying ethnic and socio-economic backgrounds.~~
- ~~Utilizing personal computers and software systems as needed in the course of the work.~~

Other Requirements:

~~Must possess a valid driver's license. Must possess or immediately apply for a temporary appraiser's certificate issued by the State Board of Equalization (R~~

~~and T Code Section 673). Must obtain a valid appraiser's certificate within one year of employment and maintain certifications thereafter.~~

Education and Experience:

~~Equivalent to graduation~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Possession of a bachelor's degree from an accredited four-year college or university with major coursework in accounting, finance, real estate, business administration, or a closely related field, and threefive (5) years of professional property appraisal experience at a level equivalent to the county'sCounty 's class of Sr.Senior Appraiser, including two (2) years in a supervisory capacity.

Licenses and Certifications:

- Possession of, or Sr.Auditor ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of, and maintain a valid Advanced Appraiser.—Supervisory experience is highly desirable. Certificate issued by the California State Board of Equalization

PHYSICAL DEMANDS

Must possess

~~**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills:mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

ENVIRONMENTAL CONDITIONS

~~Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.~~

WORKING CONDITIONS

~~May be required to work on evenings, weekends, and holidays.~~