

County of Mono

Date Last Revised: 2/18

Bargaining Unit: 01

FLSA:

Exempt

EEO: 1

## **ASSISTANT ASSESSOR**

### **DEFINITION**

Under administrative direction, to assist with planning, coordinating, managing, and supervising the functions and operations of the County Assessor's Office; to provide highly technical support and guidance for professional property appraisal and support staff; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a management classification for assisting with planning, organizing, directing, and managing the functions and operations of the County Assessor's Office. The incumbent in this position acts as the Chief Operations Officer for the County Assessor's Office.

### **REPORTS TO**

Assessor

### **CLASSIFICATIONS SUPERVISED**

Appraiser I/II/III, Auditor-Appraiser I/II/II, Appraiser Aide, Administrative Services Specialist, Cadastral Mapping Specialist/Transfer Analyst; and Fiscal and Technical Specialist I/II/III.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assists with planning, organizing, directing, and managing the functions and activities of the County Assessor's Office; assists with the development and implementation of the Department goals, objectives, policies, and priorities; provides supervision, training and work evaluations for Department staff; coordinates the selection and hiring of new staff; assists with the development and administration of the budget; plans and directs the work of staff in appraisal of commercial, residential, rural, farm, timber, real, and business property; directs and coordinates the production and maintenance of the Assessment Roll and assessment maps; represents the County Assessor at meetings and conferences; interprets policies to staff; provides advice, consultation, and assistance for appraisal in resolving the more unusual problems; directs the preparation and presentation of Department reports and studies; confers with property owners regarding appraisal methods and procedures and responds to concerns about property valuations; performs the most complex and sensitive appraisals as necessary; coordinates Assessor's Office functions with other County departments and government agencies; appears before the Mono County Assessment Appeals Board and the Board of Supervisors during hearings about property valuations; serves as the Assessor when delegated.

## **ASSISTANT ASSESSOR - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit, stand and walk for extended periods of time; ability to walk in uneven terrain; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX; operate an automobile.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and driving environments; some assignments performed alone in remote locations; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Thorough knowledge of philosophy, principles, and factors of property valuation for tax assessment purposes for all types of property both restrictive and non-restrictive and the methods and techniques for appraising businesses, personal property, and trade fixtures.

Methods for establishment and application of depreciation and replacement costs.

Accounting and auditing methods and techniques.

Laws, court decisions, and regulations affecting the appraisal of all types of property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and the Assessor's Handbook.

Appraisal factors affecting timber and agricultural property and preserves.

Organization, procedures, and responsibilities of the County Assessor's Office.

Establishment and implementation of equitable appraisal standards.

Budget development and control.

Principles of project planning, development, coordination, and direction.

Principles of public administration, management, staff supervision, employee training, and work evaluation.

#### **Ability to:**

Assist with planning, organizing, managing, and coordinating the functions of County Assessor's Office.

Provide supervision, training, and work evaluation for assigned staff.

Assist with development and administration of the Department budget.

Develop and implement uniform appraisal practices and standards.

Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of all types of property.

Assemble and analyze statistical and narrative information.

Read and interpret maps, assessment books, property descriptions, and legal codes.

Direct the preparation and prepare analytical reports.

Make mathematical calculations quickly and accurately.

Communicate effectively both orally and in writing.

Make effective presentations during assessment appeals.

Explain a variety of appraisal methods, procedures, and policies to the public.

Represent the County Assessor's Office in a courteous and professional manner.

Establish and maintain cooperative working relationships.

## ASSISTANT ASSESSOR - 3

### DESIRABLE QUALIFICATIONS (continued)

#### 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:

Five years of professional appraisal experience, preferably including two years in a supervisory or management capacity.

Completion of formal advanced educational training in accounting, business administration or a related field is required.

#### Special Requirements:

Possession of valid Driver' s License.

Possession of valid Appraisal and Advanced Appraisal Certificates issued by the State Board of Equalization pursuant to relevant sections of the Revenue and Taxation Code.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a "meet and confer" and/or individual employment contract process and are subject to the Memorandum of Understanding or employment contract currently in effect.*