

ASSESSOR IV

NATURE AND VARIETY OF WORK

This is principal, first line supervisory level professional appraisal work for taxation purposes. In the residential division, an incumbent supervises the daily activities of a team of journey level appraisers within an assigned geographical area. In the commercial division, due to the complexity of the work, an incumbent may, on a county-wide basis, function independently without supervisory responsibilities. Work is performed under the general direction of an Assessor V who reviews and evaluates an incumbent based upon the effective performance of predetermined goals and objectives and case load assignments.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises and participates in inspecting property in order to gain pertinent information relative to property assessments.

Supervises and participates in the analysis of a wide variety of source data (plats, maps, aerial photos, market trends, construction costs, depreciation, recent subs, income, etc.) in order to determine a fair appraisal figure.

Confers with property owners and attorneys to review and explain the basis of an assessment; testifies before hearings and legal bodies on assessment and taxation cases; assists in training and supervising new assessors.

Reviews the work of subordinate level assessors both in the office/field in order to ensure a high degree of quality and accuracy particularly when preparing the market value index for a subdivision.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of building construction practices and of building and land values relating to appraisal of residential, commercial and industrial properties.

Considerable knowledge of human relations and extensive use of tact when dealing with the public.

Considerable knowledge of State and local laws, regulations, rules and practices involved in land and property valuation for taxation purposes.

Considerable knowledge of the “tools of the trade”, i.e., assessment record systems and valuation computational forms, manuals, and methods.

Ability to read and understand building construction plans and specifications for residential, commercial and industrial properties.

Ability to establish and maintain productive work relationships with other County employees and the public.

Ability to use sound judgment in making technical decisions.

Mature judgment and good physical condition.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business and/or public administration, accounting, economics or a related field and one year of experience at the Assessor III level.

CREATED: 8/87

REVISED: CB-15-1988