

## ASSESSOR V

### NATURE AND VARIETY OF WORK

This is supervisory and professional administrative appraisal work with responsibility for planning, scheduling and reviewing the work of professional personnel engaged in evaluating or appraising real property for taxation purposes in a major geographic area of the County. Work is evaluated through an appraisal of the effectiveness with which an incumbent supervises the field services division to which he is assigned.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises and directs the activities of residential, commercial and industrial assessors involved in developing and implementing reassessment programs, analyzes sales to determine ratios to market value, and determines order in which political subdivisions are to be assessed.

Meets with subordinate assessors to discuss problems encountered by them in the field, and gives solutions to a large variety of such problems; instructs new assessors with respect to the assessment department' rules, regulations, and procedures; works with new assessors in the field as necessary to acquaint them with procedures.

Participants in the development of procedures manuals and similar tools of the assessment profession as well as ensuring the provision to assessors of adequate supplies and equipment, including rate sheets, manuals, literature pertaining to assessments, and similar or related items.

Participates in the most difficult types of assessment work, and acts as advisor to the department head in resolution of the most difficult cases; holds hearings on reassessments, protests, and appears relating to land and real estate valuation; recommends actions relative to disposition of such hearings to chief of assessments.

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

Thorough knowledge of building construction practices and of building and land values.

Thorough knowledge of the Prince George’s County Assessment Office rules and regulations as well as administrative and clerical procedures.

Thorough knowledge of state and local laws, ordinances, and regulations relating to the appraisal of land and buildings for taxation purposes.

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

Ability to establish and maintain good public relations with property owners and other public agencies.

Ability to supervise and participate with professional associates in a manner conducive to full performance and high morale.

Skill in appraising real property where unusual or difficult problems are likely to be encountered.

Good judgment; accuracy; integrity; pleasing personality; good physical condition.

#### MINIMUM QUALIFICATIONS

Bachelor’s Degree in Business or Public Administration with specialty in principles and practices or real estate, with emphasis upon appraisal. In addition, three years of experience in field supervisory work involving the appraisals of property. At least two years supervisory experience involving direction of a staff of assessors.

CREATED: 8/87

REVISED: CB-15-1988