

Job Description

Job Title: Deputy Assessor

Prepared By: County Assessor

Classification: Full-time

Prepared Date: May 12, 2015

Department: Assessor

Approved By: Human Resources

Reports To: County Assessor

Approved Date: 2/3/2016

Location: 525 E. Grand Ave.

FLSA Status: Exempt

Job Summary: To ensure that all property, real and personal, is assessed within Campbell County; to assist in supervising and coordinating the activities and operations of the County Assessor's Office; to coordinate activities with other departments, divisions and outside agencies; to provide highly responsible and complex staff assistance to the County Assessor; interpret and administer the rules and regulations of the office and the statutes of the State of Wyoming; assume responsibilities of County Assessor in his/her absence.

Essential Duties and Responsibilities: Exercise direct supervision over Appraisers, GIS personnel, temporary, or summer help. Receive general direction from County Assessor.

1. Assume responsibility for the State of Wyoming Computer Assisted Mass Appraisal (CAMA) system; apply costing systems for residential, commercial, industrial, mobile homes, agricultural lands, personal property, and miscellaneous improvements; update cost and allowable tables within system; generate reports for office and public use; work with the State Department of Revenue, State Information Technology Services (ITS), and county ITS regarding system concerns; provide technical assistance to office staff; maintain documentation for system.
2. Process confidential Statements of Consideration; verify information with buyer or seller to ensure correctness; input sale information into State of Wyoming computer system; run sales/ratio studies; analyze the coefficient of dispersion and price related differential factors; arrive at market adjustment factors for properties to comply with State Board of Equalization standards.
3. Prepare documentation and evidence for County Board of Equalization hearings; provide testimony to defend the valuations.
4. Review all properties in all areas for accuracy and consistency on an annual basis.
5. Perform field review and grading of properties as required by Wyoming State Statute.
6. Process Notice of Valuation Changes as required.
7. Assume responsibility for accuracy of new plats processed in Assessor's Office, manual through data entry on both County computer system and State CAMA system.
8. Maintain record of certified education hours for employees in Assessor's Office; work directly with State of Wyoming Ad Valorem to assure accuracy.
9. Represent the Assessor's Office in dealings with various County officials and employees, Department of Revenue, State Board of Equalization, and County Board of Equalization.

10. Serve as an information source; answer the telephone and greet and assist the public in a professional manner; provide information on departmental, county and state policies and procedures; refer calls to appropriate department personnel
11. Work with private appraisers, title companies, surveyors, realtors, and financial institutions regarding all aspects of the assessment process; perform research and prepare certified documents for other entities.
12. Assist in organizing and implementing office procedures; create and maintain forms used in office.
13. Provide responsible staff assistance to the County Assessor; prepare and present staff reports and other necessary correspondence.
14. Attend continuing education classes as required by Wyoming State Statute.
15. Respond to and resolve difficult inquiries and complaints.
16. Perform a variety of general clerical duties; type and proofread a variety of documents; maintain files and records; receive, process and sort incoming mail and prepare outgoing mail.
17. Work with other offices internally and externally, to resolve customer issues.
18. Operate a variety of office machines including; PCs, typewriters, printers, copiers, calculators, scanner, telephone system, routine use of full range of word processing and spreadsheet software applications.
19. Select, train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination guidelines; assign tasks, projects and monitor assigned personnel.
20. Maintain professional relationships with peers and other professionals in county government in order to maintain quality government.
21. Adhere to safe work practices and procedures.
22. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge; serve on committees as assigned.
23. Perform related duties and responsibilities as required.

Qualifications/ Requirements:

Knowledge of:

- Principles and practices of property valuation, statistics, finance and bookkeeping.
- Industry accepted costing systems.
- Operational Characteristics of the State of Wyoming mainframe including CAMA system.
- Operational characteristics of the computer systems including administration, terminals, printers, and tape drives.
- Pertinent Federal, State, and local laws, codes, rules, and regulations including administrative and departmental policies and procedures.
- Principles of mapping.
- Modern office practice, methods, and equipment.
- Use and application of computers and software.
- Principles and practices used in interacting with the public.
- Principles of budget assistance.
- Principles of supervision, training, and performance evaluation.
- Principles of data collection and report preparation.
- Time management principles.

- Principles and practices of working safely.

Skill to:

- Operate modern office equipment.
- Operate a motor vehicle safely.

Ability to:

- Apply appraisal principles and techniques in the equitable and justifiable appraisal of real property.
- Assemble, analyze and summarize information relating to appraisal for tax assessment purposes.
- Explain appraisal and assessment methods and determinations.
- Independently perform the full range of customer service work in the area of assignment.
- Interpret, explain and apply complex Federal State and Local laws, policies, procedures, codes and regulations pertaining to assigned department.
- Collect, compile, and analyze information and data.
- Locate and identify parcels by legal description.
- Analyze technical data and render value judgments.
- Respond to requests and inquiries from the public.
- Work and remain calm under stressful conditions.
- Work with people of different personality types.
- Work independently in the absence of supervision.
- Prepare clear and concise reports.
- Handle multiple concurrent projects and manage priorities and tasks.
- Supervise, plan, and coordinate the activities of the assigned department.
- Manage and coordinate the work of the office.
- Assist in selection and evaluation of staff.
- Supervise and train staff.
- Assist in preparation of budget.
- Communicate clearly and concisely, both orally and in writing.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education/ Training/ Experience:

High School Diploma or equivalent. Prefer five years management experience, someone that is self-motivated directing the office while assessor is out of office. Has an understanding of both real and personal property valuation and other statutory duties of the assessor's office. Direct experience working with public and the ability to attain and maintain Wyoming State Mass Appraisal Certification.