

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	ASSISTANT ASSESSOR
DEPARTMENT:	ASSESSOR/CLERK/RECORDER
REPORTS TO:	ASSESSOR/CLERK/RECORDER

CLASS CODE: 0032
FLSA STATUS: E
DATE: 02/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Manages staff and performs complex, professional level functions, including: planning, organizing and directing administrative support activities; providing research and consultation on management and policy issues; preparing the property tax roll, exemptions and special property assessments; conducting complex appraisals; assisting in training staff; and representing the department before various boards and inquiries. Assists the elected official in managing all staff and department functions, including long and short range planning, budget development and staff management.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Assists in managing the Assessor=s Division which is responsible for performing various functions, including, but not limited to: valuing taxable property, performing mandatory audits, reviewing various exemptions and maintaining the County=s record of property owners.

Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary.

Compiles data and assists in the preparation of various budgets.

Serves as department liaison to other departments, provides information, analyzes problems and/or determines solutions.

Interacts with the general public, media, elected officials, legal staff, other government agencies, etc., determines needs and answers questions or directs to appropriate staff member.

Researches a variety of laws, codes, ordinances, etc., related to the work to remain updated and disseminates information related to same.

Reviews, prepares and presents appeals cases to the Board of Equalization.

Assists employees in completing complex appraisals by compiling data and rendering decisions.

Monitors issues and current developments affecting the department, conducts studies and develops and implements recommendations.

Coordinates division information systems projects/needs, makes arrangements for system or software installation or upgrades and/or performs or schedules related training for staff members.

Reviews proposed legislation or regulations for impact on department programs.

Makes presentations to the Board of Supervisors.

Prepares or directs the preparation of detailed or technical reports of all findings, conclusions, and recommendations based on a thorough analysis and interpretation of data for presentation to others.

Maintains and upgrades knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs special assignments as requested, to include researching and preparing reports and projects and developing and implementing programs.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment
Map Scale Grids
Calculator

Computer
Compass
Protractor

Measuring Scales
Measuring Tape

Aerial Photographs
Stereoscope

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Accounting, Public Administration, Finance or a related field; and,

Seven to ten years of progressively responsible property appraisal experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Advanced Appraiser Certificate

Valid California Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative principles and practices including goal-setting and implementation.

Administration of staff and activities either directly or through subordinate supervision.

Principles and practices relating to property appraisal.

Applicable state, federal and local ordinances, laws, regulations and all procedures governing all aspects of the work.

Principles and methods of supervision and management.

Generally accepted accounting principles as applied to governmental accounting and budget development.

Governmental financial operations

Financial report and statement preparation.

Computer applications related to the work.

Methods and techniques of research, statistical analysis and report presentation.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Researching, compiling, interpreting and summarizing a variety of informational and statistical data and materials.

Communicating clearly and effectively, orally and in writing.

Using spreadsheet and word processing software.

Reading various maps and driving to remote locations.

Preparing clear and concise reports, correspondence and other written materials.

Mental and Physical Abilities:

Ability to analyze and evaluate administrative and financial problems and use independent judgment in resolving same.

Ability to effectively plan, organize, supervise and evaluate the work of staff.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

While performing the essential functions of this job the employee is regularly required to sit, use hands and speak and hear.

Physical ability to move around construction sites, ascend and descend slopes and hike into remote areas.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Work may also be performed in field locations, industrial settings, etc., when conducting appraisals and may expose the incumbent to uncontrolled environment temperatures.

The incumbent's working conditions are typically moderately quiet.

file: asstassr.11912

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.