



JOB DESCRIPTION

JOB TITLE:	Chief Deputy Assessor	FLSA:	Exempt
DEPARTMENT:	Assessor	GRADE:	M2
REPORTS TO:	Assessor	STATUS:	At-Will

SUMMARY OF JOB PURPOSE:

Responsible for supervising operations and staff related to appraisals of real and personal property for tax assessment purposes; acts for County Assessor in their absence.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans, organizes, assigns, supervises, reviews and evaluates the day to day activities of assigned professional, technical and office support staff.
- Recommends selection of staff; trains staff and provides for their professional development.
- Ensures effective morale, productivity and discipline of department staff.
- Assists in the development and implementation of goals, objectives, policies, and work priorities; recommends and administers policies and procedures.
- Contributes to the overall efficiency, effectiveness and quality of the department's service provision by developing and coordinating work teams.
- Assists in the development and administration of the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Plans, coordinates and oversees appraisal-related activities with County management, other agencies, agencies to include the County and State Boards of Equalization.
- Resolves controversial issues with customer service, negotiation and diplomacy.
- Interprets and applies Nevada Revised Statutes and Nevada Administrative codes pertaining the property appraisals, audits and assessments; reviews legislation and initiates new or modified procedures in accordance with new laws.
- Manages appraisal policies, procedures and systems required to implement mandated changes and to assure that appraisal and auditing operations are within legal requirements and County policies.
- Reviews Recorder's Office document reports to determine which documents should be included in Assessor records and sales data base based on common title practices and accepted economic principles; identifies errors in the documents, requests corrections, and codes sales by veracity.
- Determines sales for which additional information is required; distributes sales questionnaires and processes returned questionnaires for use in property value estimation.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



CHIEF DEPUTY ASSESSOR

ESSENTIAL FUNCTIONS: (continued)

- Determines Agricultural Deferred status of eligible parcels; determines if agricultural deferred taxes should be collected and calculates the amount of the deferred tax in accordance with NRS.
- Estimates taxable values of agricultural deferred parcels for use in Real Property Transfer Tax calculations.
- Posts values of state-valued properties to appropriate parcels subsequent to analysis of the state report.
- Interprets and applies value abatements as approved by the Nevada Governor's Office of Economic Development.
- Prepares segregation reports of the tax roll in accordance with NRS and develops projections of future assessed values for annually estimation of property tax revenue and county budgeting.
- Estimates land values through the analysis of sales data, parcel stratification, property use, parcel size, zoning and other economic indicators in accordance with NRS, NAC and Department of Taxation Guidance Letters.
- Determines the value of improvements to real property by site inspections, the application of standardized costing systems and cost manuals or through income approach; determines and applies appropriate depreciation per NRS, NAC and Guidance Letters.
- Collects and presents evidence to support County valuations which have been appealed to County and State Boards of Equalization.
- Performs statistical analysis comparing sales data to County estimates of value to determine economic obsolescence factors.
- Answers questions and fields complaints in person, on the phone and in writing, regarding values, methods of value estimation, calculation of taxes and economic obsolescence and application of statutes and ordinances
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Two (2) years of college level course work in finance, construction technology or a field related to the work; AND five (5) years of experience in work which has involved the appraisal, assessment or valuation of real or personal property in a public agency setting, one (1) year of which was in a supervisory role; OR an equivalent combination of education, training and experience.

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CHIEF DEPUTY ASSESSOR

Education and Experience:

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of team development, employee motivation employees and team management.
- Principles and practices of real and/or personal property appraisal.
- Real estate markets and transactions.
- Nevada revenue and taxation codes and county regulations governing the appraisal of personal, commercial, industrial, residential and special purpose properties.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Office record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Budget and accounting principles and terminology.
- Concepts and terminology related to real or personal property appraisal and taxation.
- Concepts, materials and terminology related to building construction.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- Analyzing, interpreting, verifying and explaining real and personal property appraisal data.
- Determining and assigning accurate and equitable fair market value to property for taxation purposes.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and prioritizing work and meeting critical deadlines.
- Understanding and following oral and written directions.
- Maintaining accurate records and files.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

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CHIEF DEPUTY ASSESSOR

Skill in (continued):

- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- State of Nevada certification in Real and Personal property.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and field settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to performance under exposure to frequent driving, adverse environmental conditions, fumes, gasses, noxious odors, hazardous chemicals and noise.

EMPLOYMENT STATUS:

This is an at-will position. Either the employee or Lyon County may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. This job description does not constitute a contract of employment.

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