

POCAHONTAS COUNTY ASSESSOR'S OFFICE

JOB DESCRIPTION

TITLE: CHIEF DEPUTY ASSESSOR/APPRaiser

FLSA: NON-EXEMPT

General Description

Acts as Assessor in the absence of the Assessor, appraise and/or assist in the appraisal of property.

Reports to:

- 1) County Assessor

Supervises

- 1) Clerk

Typical Duties & Responsibilities

- 1) Physically inspect buildings and improvements, both interior and exterior, during all phases of construction.
- 2) Provide directions and assistance to other office personnel.
- 3) Physically inspect and list for taxation all classes of property.
- 4) Establish property valuations using standard assessment manuals and techniques.
- 5) Assist the Assessor with the operation of the Board of Review.
- 6) Assist with the final analysis of market data as it related to the revaluation of all classes of property.
- 7) Perform any other duties pertaining to the job as requested by the Assessor.
- 8) Process invoices and verify correct fund for payment.
- 9) Process claims and mail payments as needed.
- 10) Assist at the front counter and on the telephone with the public's questions.
- 11) Assist GIS department with updates to mapping layers.

Note: The above duties are listed as those being typical of those assigned in this job and should not be construed as limiting the Assessor's prerogative to assign other duties not listed. In addition, the Chief Deputy must be knowledgeable of all duties assigned to Clerk and be able to perform those duties if necessary.

Knowledge, Abilities, Skills and Personal Characteristics

- 1) Must have an excellent knowledge of the mechanics of the Assessor's Office and the Iowa Code pertaining to this office.
- 2) Knowledge of legal and technical aspects of property descriptions.
- 3) Knowledge of appraisal methods and procedures for conducting property value assessments.
- 4) Ability to conduct on-site property valuation assessments.
- 5) Ability to communicate effectively, orally and in writing.

- 6) Ability to operate a motor vehicle and has a valid driver's license.
- 7) Comprehensive knowledge of computers and ability to adapt to ever changing software.
- 8) Knowledge and ability to maintain continuing education and testing as required by Iowa Code 441.
- 9) Knowledge of property assessments and valuations relating to property taxation.
- 10) Knowledge of legal and technical aspects of property description.
- 11) Ability to communicate courteously and effectively with clients and with the general public.
- 12) Maintain good working relationships and good communication with co-workers, other departments, supervisors, and taxpayers. Refrain from activities that would have an adverse effect on the public opinion or general effectiveness of this office.
- 13) Maintain a professional attitude and appearance at all times while representing this office.

Education, Experience and Special Qualifications: Required

High School graduate (or GED equivalency).

Must have a valid driver's license. Must have a vehicle available for paid field use.

Must pass a written examination and be certified by the Director of Revenue and Finance in accordance with the provisions of Chapter 441.10 of the Code of Iowa. College course work in business administration, economics, finance, real estate or other related field is desirable.

Education, Experience and Special Qualifications: Preferred

College degree in the field of business administration, economics, finance, real estate or other related field. Must be willing to seek a professional designation in an appraisal related field.

Working Conditions:

A variety of indoor and outdoor work and travel: contact with the public on a frequent basis. Moderate risk for injury from unsafe property or animals. May be subject to extreme weather conditions. May require prolonged sitting/standing, bending, reaching, lifting, and squatting. May require, but not limited to climb stairs and ladders, entering crawl spaces and attics, measuring of exterior dimension prior to finish of back-fill or landscaping, climbing fences/gates, crossing ditches/trenches, and traversing rough, steep, or muddy terrain for extended distances.

Typical Duties & Responsibilities of Clerk also falls under the Chief Deputy Assessor

Performs general office duties and assists in providing information, researching and entering assessment data.

Mail notices for credits and exemptions.

Assists property owners with tax credit and exemption applications.

Maintains manual and computer assessment records. Maintains a professional attitude and appearance while representing the assessor's office.

Performs any and all other duties or responsibilities as directed by the Assessor or the Chief Deputy Assessor.

Maintain good working relationships and good communication with co-workers, other departments, supervisors, and taxpayers. Refrain from activities that would have an adverse effect on the public opinion or general effectiveness of this office.

Maintain a professional attitude and appearance at all times while representing this office.

Provide in-person or by telephone answers to questions regarding assessment values, legal descriptions and related information maintained in the County Assessor's office.

Process real estate transfers by verifying homestead files, changing property cards, filling out Declaration of Value statements, update plat maps, enter sales data in CAMA software, and verify transfers for error and discrepancies.

Inform realtors, independent appraisers and property owners of the locations of property, soil types, and related information.

Assist in processing Declarations of Value including necessary research of documents.

Assist in the property appraisal process both in the field and in the office as required.

Attend schools, conferences and meetings as required by the Assessor.

Participate in the decision making process and daily operation of the office.

Perform general office duties, including data entry, filing, word processing, and preparation of reports.

Handle correspondence regarding credits and exemptions.

Process claims and mail payments.

Process invoices and verify correct fund for payment as needed.

Assist customers at the counter, on the telephone, or by electronic means;

- Explain assessment process and values

- Provide copies of property record cards and declarations of value as requested

- Explain tax credit and exemptions upon request and provide appropriate application

Assist with updating property sales information and CAMA data.

Assist in the preparation and mailing of assessment rolls.

Assist at times in performing "splits" of property, including identification of the various divisions of land and property.

Any other duties and responsibilities as directed by the County Assessor or Chief Deputy Assessor.

Knowledge, Skills, and Abilities Required

Knowledge of:

State of Iowa laws pertaining to the assessment of property for taxation with emphasis on "market value" as provided in Code Section 441.

State laws relating to tax exemption

Basic knowledge of assessment process

Taxpayer and property owner rights relative to the taxation of property

Eligibility requirements for Homestead and Military credits, Business Property Tax Credit, Family Farm Tax Credit and other state and federal credit

Ability to: Read and locate property descriptions from maps and other source materials. Tactfully and courteously communicate in potentially volatile situations. Understand and utilize word processing software, including Microsoft Office

Qualifications-Required

Must have a high school diploma or GED equivalency.

Must have a valid driver's license. Must have a vehicle available for paid field use.

Qualifications-Preferred

Must be willing to be certified by the Director of Revenue and Finance in accordance with the provisions of Chapter 441.10 of the Code of Iowa to qualify for a Deputy Assessor appointment. College course work in business administration, economics, finance, real estate or other related field is desirable.

Minimum Physical Requirements

Job does not require extensive physical activity, movement, or strength. There will be periods of sustained standing or sitting. Bending, stooping, reaching, and lifting record books of moderate weight (under 30 lbs) are required. The ability to walk on uneven ground when called upon to work in the field is also required.