

# **CEDAR COUNTY JOB DESCRIPTION**

**Title:** Assistant Assessor

**FLSA:** Non-Exempt

**Department:** Cedar County Assessor

**Date:** November 2022

**Reports to:** Assessor

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## **PURPOSE OF POSITION**

Performs a wide variety of managerial and administrative tasks designed to insure the effective and efficient day-to-day operation of the office of the Assessor.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Involved in all aspects of the assessment process under the general direction of the assessor. Monitors overall operation and success of the assessor's department; determines progress being made to achieve department goals and objectives and evaluates for performance and effectiveness.
- Propose and manage projects from planning, implementation, and follow up. Presenting results of cost effectiveness and efficiency.
- Assist with planning and preparing the annual budget, process claims, and monitor fiscal activity to ensure conformity to budget constraints and limits. Forecast budget dollars required for new and ongoing contracts and projects.
- Research market factors, collect data, and analyze sales for the purpose of revaluation. Manages processes of the appraisal program. Represent the Assessor's office in meetings, conferences and programs as needed.
- Assist the assessor in the valuation of properties; appraise all property subject to valuation, measurement, and inspection of all buildings subject to taxation, determine land measurements, read, and understand legal descriptions, determine property use/classification, and read construction plans and specifications.
- Ability to read, analyze, and interpret general business procedures, or governmental regulations; write original reports, business correspondence; effectively present information and respond to questions from groups of managers, clients, customers, and the public. Ability to interpret cost manuals used in the appraisal process; ability to read legal descriptions, deeds, plat books, maps, and blueprints.
- Complete real estate parcel splits and consolidations. Update property tax credit and exemption applications. Process declaration of values in CAMA system and the Department of Revenue website.
- Establish and maintain effective working relationships with county officials, employees, and the public.

- Work with private appraisers, title companies, surveyors, realtors, and financial institutions regarding all aspects of the assessment process; perform research as needed or requested.
- Performs public relations in the office or in the field while responding to property owner questions, and problems.
- Represents the assessor, explaining the assessment process and valuation issues. Responds to and resolves difficult inquiries and complaints. Works cooperatively with the assessor to develop departmental policies and procedures.
- Represents the Assessor's Office in dealings with various state and county officials, and at hearings to represent the County Assessor and defend property appraisal and assessment decisions. Prepare documents and testify at hearings and court.
- Maintains professional relationships with peers and other professionals in county, state, and local government, as well as leaders in the business community, to maintain quality government services.
- Represents the Assessor as the clerk for the Conference Board. Transcribes the minutes from the conference board meetings.
- Attend Board of Review meetings. Prepare documentation necessary for representing office decisions.
- Assist Assessor with annual conference board meetings and budget preparation.
- Performs other duties within the assessor's department as needed or assigned with respect to real estate, valuation, classification, budget, claims, tax exemptions/credits, transfers/splits and combines.
- Schedule part time clerk hours and supervisor workload and projects.
- Ensure proper handling of confidential material.

### **SUPERVISORY RESPONSIBILITIES**

Assumes full responsibility of the department in the absence of the Assessor/Deputy Assessor. Assists in the direction and supervision of the Assessor's office staff relating to overall office-wide personnel management and administration.

Direct supervisor of part-time employee(s). Directly responsible for supervision, training, etc.

### **QUALIFICATIONS**

Ability to utilize considerable judgement and initiative. Must be detail oriented and ability to multi-task. Possess strong organizational, interpersonal and communication skills. Must have the ability to work independently and work in a highly confidential environment. Become eligible to be appointed Deputy and/or Assessor within two years.

### **EDUCATION and/or EXPERIENCE**

High School graduate/equivalency, supplemented with 7 to 10 years management experience and responsibilities, financial and budgeting experience, knowledge of county government, experience with project management from beginning to end.

Familiarity with the following software: Vanguard *CAMAvision*; Solutions Vision; Microsoft Excel, Word; Access preferred.

## **KNOWLEDGE, ABILITIES, SKILLS, PERSONAL CHARACTERISTICS, AND OTHER QUALIFICATIONS:**

Knowledge of laws pertaining to assessment of property and laws pertaining to tax exemption, real estate and property appraisal practices and principles, socio-economic conditions and trends affecting property appraisal, rights of taxpayers and property owners/public relations principles, local government practices for assessing taxes, supervisory principles, practices, and techniques, business communications and mathematics, Geographic Information Software. Ability to work as a team or independently as needed, ability to maintain one's composure, especially when working under pressure. Willingness to work overtime when required. Ability to represent Cedar County in an honest, trustworthy, polite, and professional capacity.

Must be able to pass a background check and required to have a pre-employment physical prior to the first day of employment. Required to have a valid Driver's License. Competent ability to use a personal computer and use Microsoft Windows databases specific to the County, Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator, and general office equipment. Ability to operate a variety of technical tools and equipment, such as digital camera, measuring devices, etc.

## **PHYSICAL DEMANDS**

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

While performing the duties of the job, the employee may be required to sit or stand for extended periods of time, to use hands to finger, handle or feel objects and to operate word and data processing equipment, to be able to reach with hands and arms including reaching and lifting objects up to 10 pounds above the head while standing or sitting, and to climb and balance on a step stool or small ladder to reach books and/or documents on shelving above the head. Specific vision abilities include close vision and distance vision and the ability to adjust focus to be able to review documents and text on the written page or electronic media. The employee must have the ability to hear clearly and understand normal conversation and the ability to speak clearly and distinctly.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Duties are performed in an office and at property sites. Work at property sites is performed daily and typically involves standing, walking, and bending as required to measure and appraise properties. Work at property sites involves travel in normal seasonal weather and may involve exposure to hazards at building sites if reasonable caution is not exercised. The employee occasionally works in outside weather conditions and may be exposed to wet, humid, hot and/or cold conditions. May also include contact with angry and potentially dangerous people and animals.

**ACKNOWLEDGEMENT**

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's  
Signature\_\_\_\_\_Date\_\_\_\_\_

Department  
Head\_\_\_\_\_Date\_\_\_\_\_

Cedar County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.