



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Chief Deputy Assessor **NEW:** **REVISED:** (Please check one)

REPORTS TO: Assessor **FLSA:** Exempt **DATE:** 10/2015

DEPARTMENT: Assessment **JOB CODE:** 101

SUMMARY:

This position assumes responsibility for the office in the absence of the Assessor; oversees work done by staff appraisers for accuracy and completeness; tracks all building permits and land splits; enters data for mapping and address changes.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Assists taxpayers with real estate, maps, or personal property concerns; creates personal property tax bills and waivers, reviews delinquent bills, and resolves discrepancies. Provides ownership information for properties, sketches vector homes in Boone County, and makes small aerial photo maps.

Answers the main office phone line and routes calls to appropriate staff members. Oversees office staff and helps with public and staff questions or concerns. Checks accuracy and completeness of staff appraisers work. Approves staff leave requests, assists with staff interviewing and hiring, makes recommendations to the Assessor regarding staff disciplinary actions. Assists the Assessor with payroll and employee reviews.

Maintains property record cards for real estate properties in Boone County; enters data for real estate information collected by appraisers and mappers; records property information such as additions to homes, new homes, demolished buildings, land splits, annexations of properties, etc. Changes values of corrections done through the Board of Equalization.

Pays office bills; fills out payment requisitions, journal entries, and budget revisions; maintains and monitors office budget; processes Pcard billing; acts as liaison for the office

working with vendors and other government offices. Represents the Assessor's Office at various meetings.

Maintains inventory of office supplies; faxes ownerships and value documents to banks and other agencies; types agenda for the Board of Equalization and makes and distributes copies; prints tax exempt questionnaires, letters and mails to landowners and government.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of County and state laws and regulations governing recording and real estate transactions.
2. Considerable knowledge of Boone County policies and procedures.
3. Skill in research, writing, and communication sufficient to resolve conflict, convey complex information, and advance the work of the Assessor's Office.
4. Skill in staff coaching and management.
5. Skill in the use of personal computers, especially of appraisal and office software.
6. Skill in analysis, problem solving, and mathematics.
7. Skill in working with and applying mathematical concepts such as percentages, ratios, and proportions to practical situations.
8. Skill in developing and maintaining cooperative working relationships with other County Departments.
9. Ability to work independently and use good judgment.
10. Ability to multi-task with frequent interruption, prioritize work assignments, and resolve novel problems while maintaining excellent customer service
11. Skill in presenting information and responding to questions from the public.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, or related field; three years supervisory experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.