



Chief Tax Appraiser (1105)

FLSA Status: Exempt

Pay Grade: 28

Safety-Sensitive: No

Purpose

The purpose of this classification is to direct, plan, and prioritize the activities and personnel of the County Tax Assessor's office.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises, directs, and evaluates assigned staff: develops and implements an organizational structure including individual duties and responsibilities of all assigned positions for the effective operation of the Tax Assessor's office; selects, trains and develops qualified staff to perform department functions; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Develops and implements long- and short-term plans, goals, and objectives for the department: evaluates effectiveness and efficiency of department activities; reviews and revises policies, procedures, plans and programs; and researches, assesses, and develops strategies to meet current and future tax appraisal needs.

Interprets, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; maintains a comprehensive, current knowledge of applicable laws/regulations; and maintains an awareness of new products, methods, trends and advances in the profession.

Directs the appraisal of all real, personal and exempt properties for the purpose of equitable tax assessment: develops and maintains procedures and guidelines for all appraisal activity; Interprets law regulating the Tax Assessors' Office and ensures the adherence to such laws; establishes and implements review cycle for taxable property; researches and analyzes proposed and newly passed legislation and other matters impacting the assessment and value of property; and makes changes to procedures and guidelines as needed; and develops and maintains procedures and guidelines for all appraisal activity including supporting administrative operations (i.e., property appraisal recording and valuation systems, mapping systems, data collection and processing systems, etc.).

Develops, implements, and administers department budget: prioritizes needs and develops operating budget; obtains approval of Board of Tax Assessors; monitors expenditures for adherence to established budgetary parameters; prepares and submits invoices; and approves expenditures within limits established for position.

Receives and responds to questions and complaints regarding appraisal and assessment policies and procedures; provides information and assistance; researches problems/complaints; and initiates problem resolution.

Develops and maintains procedures and guidelines for all appraisal activity including supporting administrative operations (i.e., property appraisal recording and valuation systems, mapping systems, data collection and processing systems, etc.).

Develops and maintains effective coordination with other County departments for the discovery and timely transfer of information on property necessary for appraisal purposes.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures: receives and reviews various documentation, including employee time sheets, field reports, special requests for appraisals, and expense reports; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including employee appraisal reports, department operating summaries, work schedules and plans, and annual budget; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Communicates with County officials, supervisor, employees, clients, third party service contractors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Real Estate, Planning, Property Appraisal, Business/Public Administration, or a related field required; supplemented by seven years of progressively responsible experience in appraising residential, commercial, and personal property, or zoning and planning; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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