

## CLASS SPECIFICATION



**CLASS:** Assessment Supervisor  
**ALLOCATION:** Assessor's Office  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** November 2016

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### **JOB SUMMARY:**

Under general supervision, plans, assigns, supervises, reviews and evaluates the office operations and administrative and technical staff in the Assessor's Office; assists in developing goals, objectives, standards of performance and policies and procedures; trains staff in work procedures; performs the full range of administrative and technical assessment work; and performs related work as assigned.

This is the supervisory level in the assessment series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Assistant Assessor. This class is distinguished from Assistant Assessor in that the latter has management oversight for all departmental activities and functions.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Supervise and evaluate the work of assigned administrative and technical staff; evaluate staff's job performance; provide direction and coaching through regular feedback sessions; create individual development plans with employees; discuss job performance problems to identify causes and issues, and work on resolving problems; recommend discipline and implement discipline procedures as needed/directed; provide or coordinate staff training; offer advice and assistance as needed.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing administrative and technical office support; implement policies and procedures.
- Participate in the selection of staff, including conducting interviews and making staffing recommendations to management.
- Analyze internal processes and recommend, develop and implement procedural or policy changes to improve operations.
- Assist with the coordination, preparation and monitoring of the department budget; review and develop a variety of financial statements, projections, and monthly, quarterly and annual reports and records; make recommendations to the departmental budget, authorize expenditures within limits and monitor expenditures; purchase office supplies and equipment; receive, review and process invoices.
- Ensure integration of technology to produce assessment rolls and supervise and oversee production of assessment rolls; maintain department forms in accordance with the law for annual assessment roll processing.
- Prepare or direct the preparation of specialized reports, correspondence and documentation for outside governmental agencies, other county departments and taxpayers.
- Answer questions and provide information to the public; investigate complaints and recommend correction action as necessary to resolve issues.
- Perform complex, technical, difficult and/or specialized assessment administrative work; perform the full range of administrative and technical duties of assigned subordinates on a relief or day-to-day basis.
- Build and maintain positive working relationships with co-workers, County employees and the public using principles of good customer service.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Must be able to review, prepare and maintain confidentiality of documentation.
- May drive a County motor vehicle to attend various meetings.
- Uses standard office equipment, including a computer, in the course of the work.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Administrative principles and practices, including strategic planning, goal setting, resource allocation, program development, implementation and evaluation, and the management of employees.
- Applicable Federal, State and local rules, regulations and laws.
- Data processing and software systems relevant to an Assessor's Office.
- Principles and practices of payroll, financial and personnel record keeping.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations which may be difficult or confrontational.

### **Skill in:**

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Developing and implementing goals, objectives, policies, procedures and work standards related to assigned operations.
- Motivating, developing and directing people as they work; training staff in work procedures.
- Interpreting local, state and federal laws and regulation and applying them to County operations.
- Interpreting, explaining and training others in policies and procedures related to the work.
- Preparing clear, complete, accurate and concise reports and other written materials in a timely manner.
- Maintaining assessment standards.
- Assisting in the development and monitoring of departmental budget.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

### **Ability to:**

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Organize work, schedule and coordinate assignments, maintain accurate files, set priorities, meet critical deadlines and maintain composure when working under pressure.
- Interpret, apply and adapt County and department policies, procedures, rules and regulations related to the work.
- Read, understand, interpret, follow, apply and communicate Federal, State, County and department policies, procedures, laws, rules and regulations; enforce departmental rules, policies and procedures.
- Speak and write clearly and effectively to meet the needs of the audience.
- Perform technical and complex work related to the processing of assessment documents and the production of secured and unsecured assessment rolls.
- Work within a team framework, both as a leader and a member to support Yuba County's strategic priorities.
- Establish and maintain cooperative working relationships with staff, other County employees, representatives from other city, county, state and Federal justice agencies, general public and others contacted in the course of the work.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle to attend meetings.

- Strength to occasionally lift materials weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Work is performed in a typical office setting.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** Equivalent to graduation from high school and four years of progressively responsible administrative support experience related to the assessment of property for tax purposes.

**PREFERRED:** In addition to the minimum, a Bachelor's Degree from an accredited college or university with major coursework in Business Administration, Public Administration or a related field and additional years of experience as defined above in a lead capacity.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval: Department Head  
Date:

EEOC: C  
WC: 8810.1

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_