

## CLASS SPECIFICATION



**CLASS:** Assistant Assessor  
**ALLOCATION:** Assessor  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** N/A

**ESTABLISHED:** Prior 1980  
**REVISED:** July 2019

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### **JOB SUMMARY:**

Under administrative direction provides day-to-day work oversight and professional support for the administration of the Assessor's office, including assigning, directing and reviewing the work of technical and professional staff; performs professional assessment, appeal and public contact activities in support of the Assessment functions and performs other duties as assigned. While the majority of the responsibilities are in the professional assessment, business auditing and appeals areas, the incumbent provides back-up and is familiar with the policies and procedures in all areas of responsibilities.

This is advanced managerial level in the assessment series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the County Assessor. This class is distinguished from the Assessor in that the latter has overall statutory and overall management responsibility for the assessment staff and functions of the County.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Supervises, assigns, plans, reviews, and evaluates the work of assigned subordinate staff; implements County, departmental and divisional policies, procedures, and service standards in conjunction with management; evaluates workforce and resource needs of assigned staff; ensures adherence to quality standards, deadlines, and proper procedures, correcting errors or problems.
- Completes performance evaluations of subordinate staff; evaluates staffs' job performance and conformance to regulations; provides direction, encouragement, and praise through regular feedback sessions; discusses job performance problems with staff in order to identify causes and issues, and to work on resolving problems; recommends discipline and implements discipline procedures as needed/directed.
- Assists in the selection of new appraisal staff personnel and oversees their training and development.
- Directs the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the appraisal staff are accomplished.
- Assists in the development and implementation of goals, objectives, policies, procedures and work standards for the department.
- Reviews all real property value changes made by appraisal staff prior to entry into the assessment roll database to ensure appropriate documentation and valuation.
- Reviews all building permits received by the department and determines which permits constitute new construction and maintains internal controls to ensure all issued permits have been received and processed.
- Represents the Assessor in testifying before the local Board of Equalization and courts of law, at meetings with governmental agencies or groups, and the public.
- Values difficult, complex, special use property such as taxable possessory interests and provides assistance to the appraisal staff in solving assessment problems.
- Coordinates the State Board of Equalization sample review process; confers with State employees regarding differences in proper assessment procedures and practices.
- Reviews all mandatory and non-mandatory audits to ensure proper documentation and completeness prior to taxpayer notification and enrollment.
- Acts for the Assessor in the Assessor's absence.
- Maintains accurate records and files; prepares periodic computer generated reports as required.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Enters and retrieves data from an on-line or personal computer system; may use such technology

to produce standard reports.

- Analyzes and maintains familiarity with trends in sales prices, construction costs, and rents, to assess property values or determine the accuracy of assessments.
- Drives a personal or County vehicle to make field audits and inspections of properties and attend meetings.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

- Principles and practices of employee supervision, including selection, work planning and organization, performance review and evaluation and employee training and discipline.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Appraisal principles and practices utilized in the valuation of real property and business personal property.
- California Revenue and Taxation Codes, administrative rules and County regulations governing the assessment of taxable property and the production of the local roll.
- Principles and techniques of accounting and auditing.
- Economic and accounting principles and practices, budgeting, bookkeeping, contract administration and the analysis and reporting of financial data.
- Administrative principles and practices, including goal setting and program development, implementation and evaluation.
- Applicable laws, rules and regulations.
- Basic supervisory principles and practices.
- Electronic data processing procedures and computer applications related to the work.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

#### **Skill in:**

- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Monitoring and assessing the performance of one's self, other individuals, or processes to make improvements or take corrective action.
- Planning, assigning, organizing, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Interpreting, applying and explaining complex laws, regulations and procedures.
- Assisting in the development and implementation of goals, objectives, policies and procedures.
- Exercising sound independent judgment within general procedural guidelines.
- Make judicious decisions (whether or not popular).
- Managing one's own time and the time of others.
- Communicate verbal and written ideas clearly and logically, speak effectively before groups.
- Analyze problem areas and suggest logical and practical solutions.
- Making accurate arithmetic and statistical calculations.
- Maintaining accurate records and files.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
- Maintain cooperative relationships with public or private organizations, departmental personnel and the public.

#### **Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Apply general rules to specific problems to produce answers that make sense.
- Combine pieces of information to form general rules or conclusions.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Communicate information and ideas in speaking so others will understand.
- Read and understand information and ideas presented in writing.
- Shift back and forth between two or more activities or sources of information.
- Establish and maintain effective working relationships with those contacted in the course of 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.
- Strength and stamina to inspect various residential, commercial or industrial properties or other facilities, such as construction sites.
- Mobility to drive a motor vehicle in order to attend meetings and inspect properties.

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

**Work Environment:**

- Typical office setting and outside environment.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County 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:**

- Possess and maintain a valid California Class C Driver’s license.
- Possess and maintain a valid Advanced Appraisal Certificate from the California State Board of Equalization.

**Special Requirements:**

- Attend meetings outside of normal working hours.

**Education and Experience:**

**MINIMUM:** Graduation from an accredited four year college or university with major course work in Accounting, Business, Economics, Public Administration, or a related field and five years of responsible experience in performing appraisal work, including at least two years experience as a lead appraiser in an Assessor’s office with the responsibility for the appraisal of commercial, industrial, or a special use properties/or the completion of mandatory audits; or an equivalent combination of training and experience.

**PREFERRED:** In addition to the minimum, a Master’s degree as defined above and managerial experience that includes personnel activities.

**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: Dave Brown  
Date:

Personnel Approval: Iva Seaberg  
Date:

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

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