



Grand County

Job Description

Title:	Chief Deputy Assessor	Job Code:	1200
Division:	Administration	Effective Date:	09/2017
Department:	Assessor	Last Revised:	

GENERAL PURPOSE

Performs a variety of **supervisory, complex administrative and advanced level technical field and processing duties** related to the valuation of real and personal property for taxation purposes, the collecting of personal property taxes, the fulfillment of statutory functions of the office of County Assessor and duties governed by the Utah State Tax Commission and Department of Motor Vehicles. In the absence of the elected County Assessor, or as delegated, performs all duties as needed to oversee the daily operations of the department.

SUPERVISION RECEIVED

Works under the general supervision of the Grand County Assessor.

SUPERVISION EXERCISED

Provides immediate to close supervision to Deputy Assessor(s) while in training, on a project-by-project basis or as needed.

ESSENTIAL FUNCTIONS

Chief Deputy/Administrative/Supervisory: Performs all statutory, administrative and executive duties of the department in the absence of the elected Assessor. Oversees and performs real and personal property appraisals, sales ratio studies, land guide updates and appraisal program updates as needed; oversees motor vehicle transactions which includes but is not limited to titling, registration, assessing and sales tax collection. Performs a variety of managerial and advanced technical duties related to the assessment and appraisal of property within the County.

Oversees, trains and coordinates duties and projects of Deputy Assessors and other clerical staff. Assists with decisions of hiring, firing, evaluations and performance review of department staff.

Oversees and performs real and personal property appraisals; monitors the collection and data input for property appraisals; completes real property appraisals. Organizes appointments and necessary paperwork for the annual Board of Equalization hearings; attends and takes notes at the Board of Equalization hearings.

Collects and maintains plat maps, deed and ownership changes received from Recorder's office; collects available sales information in Grand County and maintains a sales file for analysis; updates and maintains sales ratio studies; collects and maintains building permits to track progress of future property for assessment purposes. Maintains inventory of building permits, plans, and certificates of occupancy to track construction projects to ensure proper tax assessment.

Attends necessary program seminars and keeps department up-to-date with regulatory changes; attends annual Assessor's School. Oversees department accounting procedures.

Motor Vehicle Supervisor: Supervises Motor Vehicle operations; develops standard operating procedures related to issuing license plates and conducting title transactions; establishes inventory control system; supervises the issuance of license plates and stickers and the processing of titles for a variety of vehicles such as cars, trucks, boats; and motorcycles in accordance with state law; monitors work for quality and accuracy; and monitors procedures to assure efficient and effective transactions.

Oversees collection of sales tax and fees associated with motor vehicle transactions. Updates office staff on motor vehicle changes from State Tax Commission. Oversees paperwork submitted for motor vehicle transactions. Responds to public inquiries and complaints related to motor vehicle transactions.

Performs bookkeeping and accounting for all revenue taken in through the motor vehicle operations and personal property payments; occasionally prepares bank deposit(s) and deposits with County Treasurer; completes daily, mid-year and annual reports as required to balance with the Treasurer's Office.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with an associate's degree or successful completion of 30 hours college-level education from an accredited institution;
 - AND
 - B. Eight (8) years of experience performing above or related duties;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of general office management practices and procedures of the department; state laws affecting the operation of the motor vehicle division; office methods and procedures relating to the processing of motor vehicle transactions and transferring of titles; sales and sales/use tax; tax districts and their requirements and rate of tax; fee calculation methods, application fees, definition of fees, manual calculation of fees, taxable value, weight, MSRP, etc.; reference and research materials, i.e., NADA books, Kelly Blue books, Registration and Title manuals, etc.; current motor vehicle code; personal property and manufactured home assessment methodology and maintenance of accounts; county boundaries for taxing districts; current bookkeeping and accounting methods; terminology and procedure used in property appraisal and assessment; the function of the department of County Assessor and its interrelationship with other county departments; interpersonal communication skills; public relations; principles of supervision; and conflict resolution methods.

Considerable Skill in the art of diplomacy and cooperative problem solving; reading, writing, math and word processing; operation of various keyboard systems performing word processing, computerized file management, data base management, and spread sheet generation; locating property in plat books and in computer databases; use of various types of office equipment, i.e., 10 key calculator, copier, phone systems, fax machine, etc.; use of specialized property appraisal and management software.

Ability to develop effective working relationships with subordinates, department heads and other state officers and employees; perform basic mathematical computations; resolve minor personnel problems; communicate effectively, verbally and in writing; read and interpret Utah laws affecting total operations of Motor Vehicle Division; operate standard office equipment (i.e., computer, calculator, typewriter, and photo copy machine).

3. Special Qualifications:

Must be a licensed real property appraiser.

Must obtain Ad Valorem Residential Appraiser and Ad Valorem Personal Property Auditor/Appraiser Designation with the Utah State Tax Commission within two (2) years of employment.

Must complete Uniform Standards of Professional Appraisal Practice course work.

Must complete a minimum of 28 hours of approved continuing education units (CEU's) every two (2) years to maintain license(s).

Must complete a twelve-month introductory/orientation period (probation) as a prerequisite to this position.

Must successfully pass and maintain all requirements of criminal history background checks.

Must successfully complete pre-employment drug screening.

Must possess a valid Utah Driver's license.

4. Work Environment:

Work performed typically in a climate-controlled office setting. Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting and reaching. Speaking, listening and observing are essential to performance of essential duties. Work is potentially stressful, busy and fast-paced with extensive public contact. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent local travel required in course of performing portions of job functions or regional travel attending mandated state training for educational requirements. Field work includes inspection of property sites requiring operation of motor vehicle in all weather conditions and on rough or unimproved roads.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)