



Chief Deputy – County Assessor

Job Description

Department: Assessor
Position: Appointed
Grade: 731
Supervisory: Yes
Reports to: County Assessor

Summary

Under general guidance and direction of the County Assessor, performs supervisory and principal administrative work. Incumbents serving in this classification are appointed by, and would take over and discharge the duties of, the elected County Assessor in the event of his or her absence or disability. Incumbent functions as an extension of the elected County Assessor and is an integral part of the executive function of the office and all statutory responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
5. Assist with budget preparation, purchasing processes, and tracking expenditures.
6. Oversee the preparation of sales-ratio-reports, statistical analysis, analytical reports, and market indicators to determine assessment ratios.
7. Oversee the assessment of personal property business equipment; ensure notices are created and delivered according to state law.
8. Oversee Farmland Assessment Act (FAA) conformity.
9. Oversee proper implementation of primary residential declarations.
10. Ensure final assessed values for the assessment roll are accurate and reflect the current real estate market; create final assessed values for single-family residences.
11. Review and reconcile property valuations.
12. Coordinate assessment office resources with other County departments, volunteer groups, the public, and outside agencies.

For Office Use Only

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Job Title: Chief Deputy – County Assessor
FLSA: Exempt
Effective Date: 10/13/2023
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Assistant Department Head

13. Update and draft department policies and procedures; make recommendations for changes, as needed.
14. Represent the Utah County Assessor Office and/or the County Assessor in hearings before the Utah State Tax Commission, district court, in public relations, and other matters, as assigned.

Knowledge, Skills, and Abilities

- Knowledge valuation model creation and related calibration techniques
- Knowledge of budgeting and accounting principles and practices
- Knowledge of supervisory techniques
- Knowledge of state statutes related to assessment
- Knowledge of principles and practices of appraisal, taxation, geographic information systems, statistical analysis, and valuation modeling
- Knowledge of strategic management processes including benchmarking and best-of-breed analysis and implementation
- Skilled in public relations practices and techniques
- Skilled in organizational budget preparation
- Skilled in using computer-aided mass appraisal systems
- Skilled in interpersonal communication and giving presentations
- Ability to develop and implement strategic plans, policies, and procedures
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidential files, records, and reports associated with personal property, and real property
- Ability to coordinate multiple tasks efficiently

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job frequently operates in a professional office environment, but work is occasionally performed in the field, which may expose incumbent to possibly bodily injury. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee regularly sits at a desk or table and is occasionally required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file, and lift supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Recommended Education and Experience

1. Bachelor's degree in Public Administration, Business, or a related field.
2. Six (6) years of work experience performing property appraisal and/or assessment activities, including two (2) years in a supervisory capacity.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a master's degree in Public Administration, Business Administration, or a related field.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Applicants must be a Certified Appraiser with the Utah Department of Commerce and become certified as an Ad Valorem General Appraiser with the Utah Tax Commission within two (2) years of employment.

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4. Incumbent must successfully complete mandatory continuing education (CE) training every two (2) years.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

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 of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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