



# General Manager – Assessor

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 727  
Supervisory: Supervisor  
Reports to: Chief Deputy – County Assessor

### Summary

Under general guidance and direction of the Chief Deputy – County Assessor, manages multiple functional areas of the Assessor’s office, including the Farmland Assessment Act, Residential Declarations, Personal Property, permit tracking and distribution, parcel processing, and customer service. Ensures compliance with state mandates.

### 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; create and maintain standard procedures and training manuals.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary actions in accordance with County policies and procedures.
5. Develop and maintain land use guide; conduct research and analysis of current land use patterns, trends, and potential growth scenarios within Utah County; suggest changes and implement approved changes.
6. Verify completeness and accuracy of data for all parcels and related records; utilize geographic information systems (GIS) software and aerial imagery software, as needed.
7. Respond to questions and complaints from the general public and property owners regarding appraisals and assessments; provide detailed and technical information to taxpayers, industry professionals, and other government entities.
8. Create, maintain, and revise Computer Assisted Mass Appraisal (CAMA) system records in relation to parcel splits and combinations, improvement edits, taxing district changes, and other edits.
9. Verify newly created CAMA records against assessment administration system.

### For Office Use Only

Job Code: 2544  
Job Title: General Manager - Assessor  
FLSA: Exempt  
Effective Date: 9/22/2023  
Public Safety: No

Worker’s Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager

10. Identify and analyze discrepancies in parcel data, legal descriptions, and maps; compare information between GIS, CAMA, and mainframe data; correct data, as needed.
11. Review and reallocate improvements associated with the activation or inactivation of parcels.
12. Coordinate new parcel data with Recorder's office.
13. Perform functions of subordinate staff, as needed.

### **Knowledge, Skills, and Abilities**

- Knowledge of appraisal principles, terminology, methodology, and procedures
- Knowledge of state and local assessment code
- Knowledge of Utah County Rules and Regulations
- Knowledge of the Farmland Assessment Act
- Knowledge of computer assisted mass appraisal systems
- Skilled in supervisory techniques
- Skilled in using computer applications unique to Utah County and the Assessor's Office
- Skilled in word processing, data entry, and spreadsheets
- Skilled in reading, writing, and math
- Skilled in analyzing and reporting on production and data
- 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 complete work assignments within tight deadlines
- Ability to effectively supervise, coach, and train others

### **Supervisory Responsibility**

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

### **Work Environment**

Work is divided between an environmentally controlled office setting and occasional field checks that are performed outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work. Work occasionally exposes the incumbent to high-stress situations, including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **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.

### **For Office Use Only**

Job Code: 2544

Job Title: General Manager - Assessor

FLSA: Exempt

Effective Date: 9/22/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Manager

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 is frequently required to stand, 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 is required to type, file, and lift office 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.

### **Required Education and Experience**

1. Bachelor's degree in Real Estate, Business, Public Policy, Political Science, or a related field.
2. Five (5) years of experience performing tax assessment or related appraisal activities, including two (2) years supervisory experience.
3. Equivalent combinations of education and experience that include two (2) years of supervisory experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to applicants who are licensed as an Appraiser.
2. Preference may be given to applicants with designation as an Ad Valorem Residential Appraiser.

### **Additional Eligibility Qualifications**

1. Incumbent must be bondable.
2. Selected applicants must obtain Ad Valorem Personal Property Auditor/Appraiser designation with the Utah State Tax Commission within the first eighteen (18) months in the position.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **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.

#### **For Office Use Only**

Job Code: 2544  
Job Title: General Manager - Assessor  
FLSA: Exempt  
Effective Date: 9/22/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager

**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 \_\_\_\_\_

For Office Use Only

Job Code: 2544  
Job Title: General Manager - Assessor  
FLSA: Exempt  
Effective Date: 9/22/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Manager