



# CHIEF DEPUTY ASSESSOR JOB DESCRIPTION

Job Title: Chief Deputy Assessor

Job Code: AS110

Pay Grade: 127

Effective Date: October 2007

FLSA: Exempt

Revision Date: August 2023

## NATURE OF WORK

Under limited supervision, provides assistance in managing and coordinating the operations and activities of the Lewis County Assessor's Office; acts on behalf of the County Assessor as required; and supervises assigned personnel.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates the day-to-day operations of the Assessor's Office including appraisals, levy calculations, senior exemptions, and GIS mapping and segregation.
- Administers the Assessor's Office programs, policies, and procedures in accordance with established objectives and goals.
- Participates in developing the Office's annual budget and monitoring and tracking expenditures; prepares vouchers; tracks and orders office supplies and equipment.
- Supervises, trains, and evaluates the performance of assigned personnel; provides recommendations regarding the interviewing, selection, hiring, transfer, promotion, and/or termination of staff.
- Acts as a representative for the County Assessor during union negotiations and meetings concerning labor issues.
- Serves as a confidential assistant to the County Assessor and performs a variety of administrative duties including preparing departmental payroll and leave summary sheets.
- Administers, reviews, and maintains the records and files for the Assessor's Office; serves as the Office's Public Disclosure Officer.
- Stays apprised of and informs relevant County personnel of new legislation affecting the Assessor's Office.
- Communicates with the Department of Revenue in relation to legislative issues and the Prosecutor's Office regarding all legal matters.
- Attends and participates in a variety of meetings and/or serves on committees as assigned.
- Acts on behalf of the County Assessor in his/her absence and performs related duties as required.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of personal computers.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Public Administration, or a closely related field; AND five (5) year's public administration experience.

A valid Driver's License is required.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Assessor's Office operations, programs, policies, and procedures.
- Regulations governing activities conducted by the Assessor's Office.
- Appraisal, levy calculation, and GIS mapping principles.
- Processes for preparing and monitoring budgets.
- Managerial principles, practices, and methods.

**Skills in:**

- Assisting in managing and coordinating the operations of the County Assessor's Office.
- Administering departmental programs, policies, and procedures.
- Providing staff assistance to the County Assessor and performing a variety of administrative duties.
- Managing, leading, and delegating tasks and authority.
- Establishing and maintaining effective working relationships with staff, outside agencies, and citizens.
- Communicating effectively verbally and in writing.