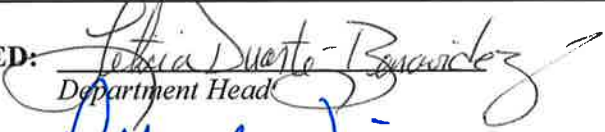
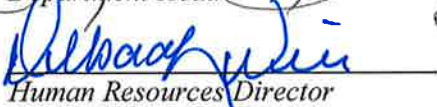


**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: CHIEF DEPUTY ASSESSOR	PAY GRADE: 90
DEPARTMENT: Assessor REPORTS TO: County Assessor BARGAINING UNIT: N/A	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
APPROVED:  Department Head	<u>9-6-19</u> Date
 Human Resources Director	<u>9/6/19</u> Date

I. PURPOSE SUMMARY. Under the direction of the County Assessor, directs, manages, supervises and coordinates the programs and activities of the County Assessor’s department.

II. ESSENTIAL DUTIES.

Oversees all services and activities of the County Assessor’s department.

- a) Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- b) Recommends modifications to programs, policies, and procedures.
- c) Conducts a variety of organizational studies, investigations, and operational studies.
- d) Responds to and resolves difficult and sensitive public inquiries and complaints.
- e) Ensures records are accurate and current.
- f) Participates in the development and implementation of goals, objectives, policies, and procedures for the department.
- g) Stays abreast of new trends and innovations in the field.
- h) Assists the public with property assessment questions.
- i) Prepares and maintains departmental budget.

Manages the Assessor’s Office staff and provides responsible staff assistance to the Chief Appraiser/Appraisal staff.

- a) Prepares and presents staff reports and other necessary correspondence.
- b) Prepares recommendations involving the appraisal of real and personal property for tax assessment purposes.
- c) Oversees field investigations.
- d) Responsible for knowing and abiding by all department and county policies and procedures.

Participates in a variety of boards and commissions.

III. ADDITIONAL DUTIES. Other job-related duties as assigned.

IV. QUALIFICATIONS.

- A. **Education.** High School diploma or GED.
- B. **Experience.** Two (2) years of supervisory experience.
- C. **Education/Experience substitution.** In accordance with County policy.
- D. **Licenses/Certifications.** None.

- E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).**
Must pass a background and driver's license check.

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

Knowledge of:

Policies and operational needs.
Operational characteristics, services and activities of an assessment program.
Effective supervision, leadership, training and performance evaluation techniques.
Pertinent federal, state and local laws, codes and regulations.
Principles and procedures of budget preparation, control, financial record keeping and reporting.
Proper methods to maintain accurate records.
Principles and practices of modern office management.
Business English and proper spelling, grammar, and basic arithmetic.

Ability to:

Recommend and implement goals, objectives, and practices for providing effective and efficient services.
Interpret and apply state and local policies, procedures, laws and regulations related to the appraisal of real and personal property.
Utilize computer applications used in the Assessor's Office at an advanced level.
Communicate effectively both in oral and written form.
Establish and maintain effective and cooperative working relationships with others.
Proper methods to maintain accurate records.
Principles and practices of modern office management.
Business English, spelling, grammar and punctuation and basic arithmetic.

Must have ability to:

Recommend and implement goals, objectives, and practices for providing effective and efficient services.
Interpret and applying state and local policies, procedures, laws and regulations related to the appraisal of real and personal property.
Utilize necessary computer applications at an advanced level.
Communicate effectively, in oral and written form.
Establish and maintain effective and cooperative working relationships with others.

2. **FREEDOM TO ACT.**

The supervisor sets overall objectives and resources available. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative, in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

3. **GUIDELINES AND JUDGMENT.**

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. **PHYSICAL DEMANDS.**

While performing the duties of this job, the employee will usually remain sitting. The employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment.

The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects, occasionally, fifteen (15) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Must be able to reliably and consistently move between work-related sites within the County.

5. **WORK ENVIRONMENT.**

Essential duties are performed in an office environment approximately 75 percent of the time; approximately 25 percent of the time essential duties are performed outdoors under various weather conditions. Primary indoor work surfaces are carpeted and tiled floors; outdoors work surfaces are subject to wet, dry or greasy natural ground, or asphalt. The noise level in the work environment indoors is usually moderate.

6. **SUPERVISORY RESPONSIBILITY.**

The position exercises authority through multiple subordinate supervisors or lead workers who are needed to manage the work. The directed work involves a variety of unrelated processes or methods. Coordination and integration across subordinate units, or with internal units performing parallel functions is required to: ensure consistence of products and services; ensure compliance with policy; deal with requirements and resolve problems affecting others outside the organization; and maintain consistency in interpreting policies where the basic facts, information, and circumstances often vary substantially

V. **EMPLOYEE ACKNOWLEDGEMENT:**

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *Date*