

ASSISTANT CITY ASSESSOR

GENERAL STATEMENT OF DUTIES: Performs a variety of work relating to the assessment and appraisal of property for taxation purposes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving the collection of data and the determination of the assessment of real property. Work is performed under the general supervision of the Assessor who issues particular assignments. Supervision may be exercised over a small number of subordinate employees.

EXAMPLES OF WORK: (Illustrative Only)

Visits and inspects each property and records details to determine assessment value;

Prepares and maintains property records cards for each parcel of property in the tax district;

Records property sales data and mortgages;

Enter new sub-divisions on official tax maps;

Keeps all maps up to date;

Prepares assessment roll to show increase or decrease in assessments because of new construction, demolition, fire damage, or property exemptions;

Assists in preparation of annual reports;

Examines protests on assessed valuation and prepares reports on such studies;

Provides information to the taxpayers and general public when necessary;

May use computer applications software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern property assessment principles and practices; good knowledge of building construction practices and costs; ability to make arithmetic calculations of land areas and the floor areas of structures; ability to interpret and explain assessment practices and regulations to taxpayers; ability to prepare written and oral reports; ability to understand and follow complex technical oral and written directions; ability to use computer applications software; ability to get along well with others; integrity; thoroughness; physical condition commensurate with the duties of the position .

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of an equivalency diploma and one year of satisfactory full-time paid experience in an occupation involving the valuation of real property, such as appraiser, valuation data manager, real property appraisal aide or the like; or (b) satisfactory completion of one year of college (minimum of 30 credits) and one year of experience as noted in (a); or (c) graduation from an accredited two year college and six months experience as noted in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.