

# HAMILTON COUNTY ASSESSOR'S OFFICE

## JOB DESCRIPTION

Job Title: Deputy Assessor  
Department: Assessor  
Supervisor: Assessor  
FSLA: Non-exempt

### WORKING AND OTHER CONDITIONS

Status: Full-time  
Working Days: Monday through Friday, weekends and overtime as required  
Hours per week: 40, generally 8 per day  
Transportation: Use of own vehicle  
Travel: Travel is required within the county, also some out of county meetings, seminars or classes.  
Some overnight stays may be required.  
Residency: Must reside in Hamilton County or within 6 months of employment  
Cell phone: Personal cell phone is required

### SUMMARY

Working directly under the supervision of the Assessor, provides administrative and clerical support to the Assessor's office. Duties relate to real estate transactions, estimating valuations and preparing reports. In addition, provide general office, clerical, and related administrative support operations and effectively communicating with the public in person, over the telephone or my written means.

### EDUCATION REQUIREMENTS

Be currently on the Iowa Department of Revenue register of eligible candidates for appointment as assessor or deputy assessor or ability to pass the deputy assessor exam within 180 days of hire. In order to be reappointed, within six years, the deputy must complete a continuing education program consisting of 90 hours of formal classroom instruction with 60 hours tested and receive a passing grade for those 60 hours.

### SUPERVISION RECEIVED

Works directly under the supervision of the Assessor.

### SUPERVISORY RESPONSIBILITIES

Appraiser, Assistant Assessor, other as specified by the Assessor.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may and will be required and assigned.*

- Understanding of the principles and practices of real estate appraisal, laws and ordinances pertaining to the assessment of real estate.
- Assist in the appraisal process of all classes of properties in the field and in the office as required.

- Handle physical requirements of being out in the field working in all weather conditions, e.g.: getting in and out of vehicle, walking around properties, bending and reaching to obtain measurements.
- Take initiative to always scan property record cards for potential errors, outdated obsolescence or notes that need to be changed.
- Interpret notes from field work completed on new construction, construction removed or revaluation changes. Calculate math changes accurately, process changes accurately.
- Compute property values utilizing the State Manual and the CAMA system.
- Update the assessor's main real estate files (AS/400) and CAMA files, including data entry and sketches, if necessary.
- Performs duties of the Assessor in their absence.
- Assist with the operation of the Board of Review.
- Operate vehicle safely possessing a valid Iowa driver's license and proof of insurance and drive in various weather conditions. Must have use of own vehicle in performance of duties and responsibilities.
- Work flexible hours.
- Prioritize workload.
- Sort and file records.
- Make photocopies, fax records and keep accounts of all copy, mail and fax transactions. Scan documents and transfer information.
- Address envelopes or packages
- Answer telephone, convey messages, and transfer calls to appropriate person.
- Greet and wait on customers at the counter. Give information to customers as allowed by law. Help the public in a timely, efficient and competent manner.
- Understand the different title ownerships and legal descriptions.
- Ability to adequately explain to the public the definition of market value as it relates to assessments.
- Ability to explain the tax credits and exemptions that are available to the public, the appropriate deadlines and assist the public with the application if necessary.
- Ability to explain the assessment process of all classes of properties, how values are derived and how the appeal process works.
- Attend schools, conferences, seminars, and meetings as required by the assessor.
- Answer questions from or give responses to the media only as directed by the assessor.
- Correspond with customers through mail, telephone, fax and email.

- Utilization of Microsoft Office products.
- Maintain good communication and good working relationship with co-workers, immediate supervisors, other departments, and the general public.
- Maintain a professional attitude and appearance at all times while representing the office and use good judgment in personal time activities.
- Conduct business with other offices/departments in the courthouse and county system in a congenial and businesslike manner. Understand that it is in the best interest of this office to cooperate at all times with those offices/departments and their personnel.
- Refrain from activities that would have an adverse effect on the public opinion or general effectiveness of this office.

### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to respond to questions from the public and present accurate information to customers and general public. Must have excellent written, verbal, listening and communication skills. Must be able to read, write and speak English.

#### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability, statistical inference and fundamentals of geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to use and read a tape measure and/or electronic measuring device.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **TECHNICAL SKILLS**

Ability to operate pc/laptop, telephone, typewriter, calculator, copier, scanner, fax and digital camera.

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

While performing the duties of this job, the employee is regularly required to talk or listen, sit, stand, and walk for substantial periods of time. Handle or feel objects, tools, or controls. Reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close up, distant, color, peripheral, depth perception and the ability to adjust focus.

The employee must be able to comply with the requirements established by the Board of Supervisors to receive mileage reimbursement and drive a motorized vehicle to various locations to measure and list property or attend classes, meetings or seminars.

### **NOTICE**

This job description is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current job, the Hamilton County Assessor retains the right to revise the function and duties contained in the job description from time to time without prior notice.

It is also understood that the Deputy may be required to work overtime, different shifts or hours outside the normal defined workday or workweek. This job description does not constitute a contract of employment nor alter status as an at-will employee.