

CLAY COUNTY
Employer's Job Description

Name: _____	Department: Assessor's Office
Position Title: Deputy Assessor / Appraiser	Pay Grade: TBD
Status: Salaried/Non-Exempt	Reports To: County Assessor

Primary Purpose of Position

The primary purpose of this position is responsible for listing and placing value on real property; possess very good knowledge of the Iowa Property Appraisal Manual and Code of Iowa; assists the Assessor in overseeing the daily operations of the Assessor's office. This position's work schedule is 37.5 hours per week, Monday thru Friday, 8:00 a.m. to 4:30 p.m.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Assessor:

- Meet the public and staff with courtesy and a friendly disposition
- Cultivate a flexible work environment
- Have a strong knowledge of the Iowa Real Property Appraisal Manual and the Code of Iowa
- Discover, measure, list, and inspect all classes of property
- Enter all land, building, and dwelling changes on all classes of property
- Reconcile all value changes
- Have an understanding of current building cost and market values
- Have knowledge of different types of construction and building materials used during different eras of construction
- Help taxpayers with any questions that pertain to values on properties
- Working knowledge of Iowa Code, Administrative Code and policies pertaining to the office.
- Understand Iowa law regarding all credits and exemptions and accept signatures on applications for them
- Maintain county construction permit process
- Prepare tax estimates
- Assist the public at the counter, answer the phone, and reply to all email inquiries
- Work with GIS mapping and Pictometry
- Run queries for balancing property values
- Review Auditor's change records for all sales, splits, consolidations, plattings, annexations, easements, and acre changes
- Assist with the operations of the Conference Board and Board of Review
- Assist the Assessor and staff with any other responsibility or information needed to keep a productive office
- Attend occasional meetings, conferences, or training, and some overnight travel may be required.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with experience and training in computer use with progressively responsible administration experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Ability to successfully pass a state examination and be appointed by the Assessor. Required to have 60 hours tested credit and 30 hours non-tested credit in a six-year term to remain in the position of Deputy Assessor.

Must have a valid Iowa motor vehicle operator's license and provide proof of insurance annually.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiates, measure and sort information.

Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards, as well as the ability to follow specific instructions and respond to simple requests from others.

Ability to communicate effectively with the public and Assessor's office personnel, assist customers, answer the phone in the office. Ability to work closely with other county offices.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Physical Requirements

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert minimum physical activity including lifting and carrying of materials; must be able to perform some physical labor in possible inclement weather, extreme temperatures, wetness, and humidity.

Ability to work with frequent change of tasks.

Environmental Conditions

Ability to work under some uncomfortable conditions where exposure to injury is possible.

Compliance

Compliance with the employee handbook, county policies, department work rules, and supervisor or department head directives.

Clay County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Assessor's Signature

Date

Date