

Storey County Job Description
Deputy Assessor

Class Title: Deputy Assessor
FLSA Status: Non-Exempt
Represented Status: Represented
Created: 07/01/18
Last Revised: 07/01/18

JOB SUMMARY

Under general direction of the Storey County Assessor, the incumbent performs a variety of professional commercial, industrial, and residential real and personal property appraisals for taxation purposes, assists in formulating and executing policies and plans related to property appraisals and department operations, and supervises, coordinates, and administrates related staff activities. This position acts in all capacities of the Assessor in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is an advanced supervisory and management level position in the Assessor's Office. This class is responsible for assisting the Assessor with all functions including management, leadership, and staff supervision of the department. This position acts in all capacities and has full responsibility and authority of the Assessor in his/her absence with the exception of hiring and firing of personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Acts in all capacities and has full responsibility and authority of the Assessor in his/her absence with the exception of hiring and firing personnel.
2. Confers with the Assessor, county manager, board of equalization, county commission, state department of taxation, advisory boards and commissions, citizen groups, and departments and agencies to assist in formulating policies and plans related to real and personal property appraisals, appraisal procedures and valuation appeals, and other areas where needed.
3. Assists with planning and coordinating the activities and programs of the Assessor's Office; assists in developing and implementing goals, objectives, policies, procedures, and work standards for the department.
4. Liaises between the Assessor and operational functions and staff of the department; reports findings, makes recommendations, and fulfills operational needs.
5. Assists in developing and maintaining the department budget; estimates costs and budget needs for operations and purchases; prepares funding justification requests.
6. Manages and directs the activities of assigned staff; coordinates, prioritizes, and assigns tasks and projects; tracks and reviews work progress and activities; develops effective work teams and motivates individuals to meet department goals, objectives, and policies;

- assists the director in recruiting and selecting staff; undertakes disciplinary action as required; conducts performance evaluations; ensures appropriate scheduling of staff to ensure proper operational coverage; assists in training staff and providing for their professional development.
7. Assists in the procurement of professional contract services; negotiates professional services contracts as directed; reviews the performance of contract professionals; reports findings and recommendations to Assessor.
 8. Represents the department and the county in local, state, and national forums; makes presentations before various advisory committees, legislative, regulatory, and community groups; confers with departments and agencies regarding real and personal property appraisals, GIS, and operations affecting the Assessor's Office; facilitates problem resolutions and coordinated policies.
 9. Examines appraisal documentation for compliance with policies and procedures; ensures that department staff are compliant with policies and procedures.
 10. Understands, applies, and explains laws, regulations, policies, and procedures related to real and personal property appraisals; develops, presents, and distributes multi-media systems providing such information.
 11. Appraises industrial, commercial, and residential properties, and other real and personal property for taxation purposes.
 12. Analyzes, interprets, and documents required information to derive equitable and justifiable property appraisals for assigned real and personal properties.
 13. Conducts site field inspections to collect and verify property data; interviews property owners and other relevant parties to obtain and verify property data.
 14. Reads and interprets a variety of maps and aerial photographs to ascertain boundaries and conditions of personal and industrial, commercial, and residential properties; schedules aerial photography and other imagery.
 15. Reviews and interprets accounting records, leases, and financial information to ascertain gross and net incomes for capitalization into estimates of value.
 16. Allocates appropriate value to different portions of property parcels based on topography, development, vegetation, soil use, and capability of use.
 17. Determines taxable value of property and makes corrections to tax rolls; adjusts appraised property values for property splits, consolidations, and other changes affecting property value.
 18. Performs analytical studies; reviews reports, findings, alternatives, and recommendations; directs the maintenance of accurate records and files; prepares and directs the preparation of a variety of correspondence, reports, procedures, and other written materials.
 19. Provides advice and consultation to the Assessor, county manager, board of equalization, county commission, other departments and agencies, and contractors in assigned program areas and otherwise as needed; investigates and resolves complaints and concerns regarding real and personal property appraisals; may liaise with other counties and regional, state, and federal agencies regarding real and personal property appraisals.
 20. Recommends changes to laws and ordinances; may assist in lobbying efforts at the Nevada State Legislature and other bodies, and may provide supporting testimony with and on behalf of the Assessor.

21. Monitors projects for conformance with specifications; reports findings and recommendations to the Assessor.
22. Provides assistance and recommendations to the Assessor in meetings with developers, general contractors, engineers, architects, planners, land surveyors, prospective private companies, local and state entities, and companies proposing to build or locate in Storey County; as needed may maintain active involvement and coordination with the Assessor and county team attracting, enhancing, and improving private enterprise and private-public partnerships in the county; liaises with community groups, property and homeowners associations, general improvement districts, and other community groups.
23. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast on new trends and innovations related to the field.
24. Demonstrates positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.

SECONDARY FUNCTIONS

The duties listed below are examples of duties which may be performed on an occasional basis as needed during times of emergencies.

1. As needed, may respond to call-out in emergencies, other than normal working hours, as needed. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

QUALIFICATIONS

Knowledge of

1. Nevada taxation codes and county regulations governing the Assessor's Office and the appraisal of personal, commercial, industrial, residential, and special purpose properties.
2. Business mathematics, including statistics and financial analyses techniques.
3. Principles and practices of public sector budgeting and strategic planning.

4. Principles and practices of complex property appraisal for real and personal property tax assessment purposes; judicial and administrative interpretation of real and personal property assessment law, rules, and regulations; real estate markets and transactions.
5. Methods and techniques of property ownership research and investigation.
6. Concepts, materials, and terminology related to building construction.
7. Real and personal property appraisal methods, procedures, principles, and terminology; factors which affect values of various types of real and personal property; statistical theory; legal structure of business organizations, and accounting and auditing practices.
8. Administrative principles and practices of goal setting, program development, and implementation and evaluation, and employee supervision and leadership.
9. Applicable laws, codes, and regulations; legal, ethical, and professional rules of conduct for public-sector employees.
10. Correct English usage including spelling, grammar, punctuation, and vocabulary.

Ability to

1. Acts in full capacity with full responsibility, authority, and decision making of the Assessor in his/her absence with the exception of hiring and firing of personnel.
2. Administer specific programs and staff through direct and subordinate supervision, including developing effective work teams and motivating individuals to meet goals and objectives and provide effective and efficient service.
3. Read, interpret, and apply laws, regulations, and procedures; define problems, collect data, establish facts, draw valid conclusions, and provide recommendations based on findings of fact; interpret, apply, and explain complex federal, state, and local regulations and organizational policies; understand, apply, and explain laws and regulations pertaining to property appraisal.
4. Prepare clear and concise technical reports and correspondence; communicate findings clearly orally and in writing.
5. Use initiative and independent judgement within general policy guidelines.
6. Work with and react appropriately to customers, oftentimes in situations which may be difficult, emotional, and confrontational.
7. Work effectively under the pressure of deadlines, conflicting demands, and emergencies; work effectively with coworkers, elected and appointed officials and bodies, and the public; and gain cooperation through discussion and persuasion.
8. Work varied days, hours, and shifts, including weekends and holidays, as needed.
9. Demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, affective, adaptive, and efficient.
10. Effectively use basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and

Office; and effectively use computer applications related to the position including GIS and mapping software; type at a rate sufficient to perform assigned duties.

11. Continue education and training and remain current on latest policies and practices and required certifications.
12. Represent the county in the court of law and testify on matters pertaining to the department.
13. Pass a criminal history background check.

LICENSING, EDUCATION & OTHER REQUIREMENTS

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - a. Associate's Degree or equivalent education with coursework in finance, construction technology, business administration, accounting, or taxation.
 - b. A minimum of 7 years working as a certified State of Nevada Tax Appraiser having experience with evaluation, appraisal, assessment, and valuation of real and personal property.
 - c. At least 2 years of supervising or leading staff.
 - d. Possess and maintain a valid State of Nevada Real and Personal Property Appraiser certification.
 - e. Combination of experience and education.
2. Must possess and maintain a Class C Nevada driver license.
3. Military experience applicable to the duties of this position may be preferred.
4. Must pass a criminal background investigation.

PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. **Physical Requirements.** Strength, stamina and dexterity to sit in vehicles operating on rough and off-road terrains; walk on uneven or slippery surfaces; climb ladders and scaffolding, and walk on high roof tops; frequent bending, sitting, reaching, kneeling, standing for long periods; occasional lifting of items weighing up to 25 pounds; reaching for items above the head and below the feet; enter confined spaces; visual acuity for field inspections; strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and single pieces of paper; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

1. **Working Environment.** Position functions indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Work is occasionally performed near moving mechanical parts and in high precarious places, and occasionally includes exposure to wet and/or humid conditions, fumes, airborne particles, toxic and caustic substances, vibration, and with risk of electrical shock. Work frequently includes travel by motor vehicle and operation of motorized vehicles. Work includes periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by phone calls, visits, and response to unplanned events occur.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 02 day of July, 2018.

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employees' Association AFSCME Comstock Chapter.

Storey County Government

Storey County AFSCME Local Union

Patrick Whitten, County Manager

Tobi Whitten, Union President
AFSCME Comstock Chapter

Austin Osborne

Human Resources Director