

# Sevier County Job Description



<b>Title:</b> Deputy Assessor	<b>Department:</b> County Assessor
<b>Grade:</b> 10	<b>FLSA Status:</b> Non-Exempt
<b>Job Code:</b> 520	<b>Effective Date:</b> 01/12 (Last Revised 06/19)

## GENERAL PURPOSE

Performs a variety of **entry level clerical and administrative support** duties as required to expedite the maintenance of property valuation records and documents and provide day-to-day customer service.

## SUPERVISION RECEIVED

Works under the general supervision of the County Assessor.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

- Performs general office duties;
- Provides other assistance to Assessor and Appraisers as needed to assist in sales ratio studies and appraisals;
- Provides for long-term records maintenance of property appraisal and valuation documents and maintains filing systems;
- Navigates computer programs to enter and retrieve data;
- Operates scanning equipment to scan and create permanent records;
- Updates and maintains various files of documents generated through the on-going operations of the office of County Assessor;
- Assists in the preparation and maintenance of mobile home personal tax rolls;
- May assist in the preparing and mailing of billing/valuation notices;
- Operates personal computer and custom software applications to maintain and create property owner accounts;
- Data collector records appraisal information, interviews people familiar with property, takes measurements and makes sketches of the same, takes pictures of property, and inspects property for construction quality, condition, and functional design;
- Monitors tax district assignments on maps and records;
- Data enters property field notes and sales comparable (using MLS) information as needed to complete property valuations;
- Receives and processes materials and documents related to real, personal and mobile home property appraisal;
- Routinely reviews appraisal forms to ensure standard information is provided to enable proper computations of property value;
- Performs various data entry and support duties related to scanning building cards, entering DMV error report details, and entering building permits;
- Performs over-the-counter customer service as needed, must be knowledgeable in all aspects of the job;
- Performs related duties as business necessitates.

## MINIMUM QUALIFICATIONS

### 1. **Education and Experience:**

Graduation from high school and one (1) year of experience performing general clerical duties or above related duties.

\*An equivalent combination of education and experience may be considered.

### 2. **Required Knowledge, Skills, and Abilities:**

#### **Some knowledge of**

- Standard office procedures and policies;
- Good English usage, grammar, and spelling and basic interpersonal communication skills;
- Basic mathematics involving the use of addition, subtraction, multiplication and percentages;
- Operation of standard office machinery and telephone etiquette;
- Computer operation and various computer applications such as MS Word, Excel, etc.
- Ability to accurately and thoroughly complete assignments related to position;
- Appraisal terminology and value tables and their use;
- Various tax exemption forms and application processes;
- Property appraisal and tax assessment processes.

**Ability to**

- Follow written or oral instructions;
- Define problems, collect data, establish facts, and draw valid conclusions;
- Perform accurate mathematical computations;
- Communicate effectively, verbally and in writing and write legibly;
- Visually observe the details of a property;
- Exemplifies professional and courteous customer service and interpersonal relations;
- Develop effective working relationships with supervisors, fellow employees, and the public.

**3. Special Qualifications:**

- Must be able to operate standard calculator and to type (accuracy emphasized over speed);
- Must possess a valid Utah Driver's License.

**4. Work Environment:**

- Incumbents of the position perform in a typical office setting with appropriate climate controls;
- Tasks require variety of physical activities, not generally involving muscular strain, and does involve walking, standing, stooping, sitting, reaching and lifting;
- Talking, hearing and seeing necessary in performing job duties;
- Rapid work speed required to perform keyboard operations;
- Frequent "in the field" travel required in course of performing portions of job functions;
- Common eye, hand, finger, leg and foot dexterity exist;
- Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.



**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description 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. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

I have reviewed this job description with the employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor Signature)