

## CLASS SPECIFICATION

Yuba County

July 2007

**CLASS TITLE:** Chief Deputy Assessor - Administration

**FLSA STATUS:** Exempt

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### **JOB SUMMARY:**

Under direction of the County Assessor, performs a wide variety of supervisory and administrative support work involving coordination functions, departmental budget recommendations, legislative analysis, procedure development, supervision of administrative and technical support staff, and other related work as assigned.

### **CLASS CHARACTERISTICS:**

This management classification provides oversight of the administrative support services to the County Assessor to include budget, personnel and a variety of support services involving the coordination and development of new systems and procedures related to preparation of secured and unsecured property assessment rolls. This class is distinguished from the Assistant Assessor in that the latter performs professional level assessment, appraisal, business auditing and appeals areas, and provides day-to-day supervision for all office functions, including the direct supervision of the professional staff. This class may act in the absence of the Assessor and the Assistant Assessor.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Plans, organizes, assigns, directs, supervises, reviews and evaluates the work and performance of assigned staff.
- Recommends selection of staff; administers discipline as required.
- Provides professional assistance on administrative technical responsibilities; identifies training needs and develops training for staff.
- Oversees difficult, complex and technical assessment administrative work which requires the exercise of independent judgment and the application of technical skills necessary for the production of the assessment rolls.
- Makes recommendations to the departmental budget, authorizes expenditures within limits and monitors expenditures.
- Plans goals, objectives, procedures and work standards for the department.
- Analyzes internal processes and recommends, develops and implements procedural or policy changes to improve operations.
- Ensures integration of technology to produce assessment rolls and supervises and oversees production of assessment rolls.
- Coordinates with other departments and outside vendors for the maintenance and development of the Assessor's data processing systems and other related software programs.
- Confers with the State Board of Equalization regarding regulations and processes as promulgated by the Board; submits required rolls and related reports in a timely manner.
- Maintains a working knowledge of property tax laws, rules and regulations mandated by the State Board of Equalization, pertinent county ordinances and personnel rules; analyzes and interprets laws, rules and regulations as appropriate.
- Reviews changes to the State Revenue and Taxation Code for impact to County procedures and recommends departmental procedural changes as required.
- Maintains all Assessor's forms in accordance to law for annual assessment roll processing.
- Prepares, generates, processes, and/or reviews specialized reports, correspondence and documentation for outside governmental agencies, other county departments and taxpayers.
- Directs the establishment and maintenance of department records; researches and compiles information from such records; purges records as required; researches and reconciles special problems.
- Oversees a variety of office administrative activities.

- Provides customer service functions by providing information and assistance in person and by telephone regarding the assessment process, forms required, departmental processes and functions which require the explanation of rules, policies and procedures.
- Represents the department in various business and public relations matters.

**Important:**

- Operates standard office equipment.
- May drive a motor vehicle to attend meetings.

**QUALIFICATIONS:**

**Knowledge of:**

- Principles, practices and procedures for personnel selection, training, supervision and management, work planning, goal setting, organization, performance review and evaluation and employee training and discipline.
- Business practices and management principles involved in strategic planning, resource allocation, leadership techniques, program development, implementation, goal setting, production methods, and coordination of people and resources.
- Real estate law.
- Basic concepts of maps, map terminology and computerized mapping systems.
- Maintaining assessment standards.
- Data processing and software systems relevant to an Assessor's office.
- Business arithmetic, basic accounting practices and development and maintenance of budgets.
- Structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Techniques for dealing with individuals of various ethnic and socio-economic groups, often in situations, which may be difficult or confrontational.

**Skill in:**

- Planning, organizing, directing, monitoring, assessing, supervising, training, counseling, reviewing and evaluating the work of others.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- Interpreting and explaining complex regulations, laws, guidelines; pertinent County and department policies and procedures.
- Interpreting and drawing logical conclusions from a variety of legal, financial and statistical information.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Performing technical and complex work related to the processing of assessment documents and the production of secured and unsecured assessment rolls.
- Making arithmetical calculations with speed and accuracy; maintaining accurate office files, operate standard office equipment; and utilize various computer software programs relevant to the position.
- Using communication skills and techniques required for gathering and transmitting information at all levels of the organization.
- Defining problem areas; performing and supervising the collection, interpretation and evaluation of data; validate conclusions; define and select alternatives; coordinate and initiate action necessary to implement recommendations.
- Preparing concise, logical oral and written reports and explain policies, procedures or recommendations on a wide variety of management issues independently or from brief instruction.

- Using initiative and independent judgment within established procedural guidelines.
- Explaining complex assessment rules and procedures to the public, in person and over the telephone.
- Establishing and maintaining effective working relationships with county staff and the public, occasionally in stressful situations.

**Physical Demands:**

- Mobility to work in a typical office setting and use standard office equipment and to drive a motor vehicle to attend meetings.
- Vision to read printed materials and a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Working Conditions:**

- Generally a typical office environment.

**Licensing and Certification:**

- Possess a valid California Class C driver's license.

**Background:** The minimum and preferred requirements for this position are described below:

**Minimum:** Equivalent to an AA degree with major course work in business administration, management, finance, public administration or closely related field and five (5) years of progressively responsible administrative support experience related to the assessment of property for tax purposes, which includes at least two (2) years of lead experience equivalent to the County's class of Assessment Specialist or Transfer Analyst.

**Substitution:** One (1) month of additional experience in a field directly related to the work may be substituted for 1.25 units of education.

**Preferred:** In addition to the minimum requirements, a four (4) year degree from a college or university with major coursework as indicated above and additional years of experience relating to the production of the county's secured and unsecured assessment rolls and experience in directing the work of others.

**This class specification lists the major duties and requirements of the job. Incumbents may be required to perform job-related duties not included in this document.**