

JOB DESCRIPTION: **OFFICE MANAGER II/DEPUTY ASSESSOR**

DATE: 12/07/2009

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EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	024
SUPERVISOR:	County Assessor	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Supervise, plan, coordinate and participate in the activities of staff in the County Assessor's office. Act in the capacity of the County Assessor in the Assessor's absence. Prepare and develop the County tax roll for real, personal and utility properties. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Supervise and participate in the work of support staff in assessment records section, including assigning and reviewing work, evaluating performance, training, recommending necessary disciplinary action and providing recommendation on hiring or dismissal decisions. Supervise staff assisting in tax roll preparation to ensure deadlines are met. Review work assignments, determine priorities and staffing needs.

Coordinate work flow with cartography and appraisal sections.

Create and adjust codes on properties as necessary to reflect proper tax districts, annexations and boundary changes and other information.

Delete and create business personal property accounts. Prepare personal property returns for mailing. Process returns for proper assessment and balancing of personal property values.

Verify accuracy and validity of taxing district's levy certification and budget resolutions. Review for compliance with statutory and constitutional limitations. Coordinate with taxing districts and Oregon Department of Revenue to ensure compliance, including prompt submission of documents received from the district to the Department of Revenue.

Assist Assessor in the preparation of annual assessment tax roll. Balance values by code area and taxing district. Enter and balance taxing district levies and offset amounts. Report joint District values and offset amounts and coordinate with other counties in the calculation of tax rates. Run programs to calculate taxes on individual properties and balance results. Prepare reports to turn over assessment roll to the Tax Collector and for submission to the Department of Revenue.

Respond to inquiries from the public regarding procedures, laws, property values and other related matters of assessment and taxation.

Develop, recommend and implement (upon adoption) policy and procedural changes for more efficient departmental operations.

Oversee and coordinate special department projects such as the development of new systems and/or procedures, including implementation of computer programming revisions and upgrades.

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Assist in the preparation and monitoring of department budget. Record bills, prepare vouchers for payment and authorize expenditures within prescribed limits.

Maintain staff training records to assure each employee meets continuing education requirements as provided by statute and Department of Revenue Administrative Rule.

Ensure proper maintenance of employee time cards and payroll records.

Type correspondence, reports and personnel documents of a confidential nature for the Assessor. Provide clerical support when needed, such as photocopying, filing, processing mail. Answer telephone and route calls or take messages. Arrange, coordinate and attend meetings, record matters discussed and prepare minutes. Represent the Department and the Assessor in meetings as required.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervise 2-5 support staff positions. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Coordinate all personnel functions of the appraisal staff with the County Assessor.

**SUPERVISION RECEIVED:** Work under the general direction of the County Assessor who provides policy and administrative direction and reviews performance.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to an Associate's degree in business office management or related field. Five years of progressively responsible experience in office management, which must include at least three years in a County Assessor's office or closely related field such as in a title company or real estate. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

**KNOWLEDGE, SKILL AND ABILITY:** Advanced knowledge of the laws and regulations relating to the assessment of real and personal property, tax roll preparation and processing, taxing district budgets. Knowledge of office practices and procedures.

Familiarity and skill with the use of computers and business software such as word processing, spreadsheets and databases.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to interpret and implement laws and rules pertaining to assessment and taxation. Ability to communicate effectively both verbally and in writing. Ability to accurately complete forms and maintain records and prepare reports. Ability to act independently in the absence of supervision and instructions. Ability to prioritize and accomplish quickly and efficiently a large number of

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diverse tasks. Ability to maintain harmonious and effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

**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.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment.