

Chief Deputy Property Assessor

Nature of Work

This is very responsible administrative work involving the supervision and coordination of all aspects and functions of the _____ County Property Assessor's office. The incumbent assumes primary responsibility for the activities of Deputy Property Assessors and other office personnel in the absence of the Property Assessor. Additional activities include overseeing and assisting with the entry of new construction and land development data into the computer system, performing property splits, prorating values, maintaining greenbelt files and assisting with personal property assessments. The incumbent also oversees general office administration functions, assists with Board of Equalization meetings and provides assistance to taxpayers, accountants, realtors, attorneys, appraisers, etc. regarding property assessments, ownership, deed references, appraised values, sales verification, etc. Job responsibilities require a thorough working knowledge of state and local assessment laws and property assessment practices, dedicated attention to detail, strong interpersonal, organizational and decision making skills, experience supervising the activities of staff and the ability to meet existing deadlines and reporting requirements. Job performance is evaluated by the Property Assessor through review of the accuracy and thoroughness of property assessments and property appraisals, ability to effectively supervise and direct the activities of support staff, interpersonal, organizational and decision making skills and expertise in property assessment regulations and practices. Work is also subject to quarterly audits from the State Division of Property Assessments to determine accuracy, adherence to state and county policies and compliance with the state mandated audit program.

Illustrative Examples of Work

- Supervises and directs the activities of departmental staff, trains new staff when necessary and assumes responsibility for the Property Assessor's office in the absence of the Property Assessor.
- Oversees and reviews for the thoroughness and accuracy all new construction and property improvement changes submitted by staff, makes any necessary adjustments and ensures the information is entered accurately into the computer data base.
- Reviews for completeness and accuracy all property splits and land development information supplied by mappers and surveyors, makes adjustments when necessary and enters the changes into the computer, creating new parcels as required.
- Computes prorated values on demolished or damaged parcels and parcels having buildings or other improvements completed from January 1 through September 1 of the year, assists with entering these values into the computer and notifies the appropriate county and/or city offices of these changes as necessary.
- Oversees all county equalization board changes and reports submitted to the State Comptroller.
- Oversees all assessment appeals commission changes when notified by the State of Tennessee.
- Monitors property transfers for changes in ownership of greenbelt parcels and mails an Application for Greenbelt Assessment to the new owners when necessary.
- Monitors rollback computations on parcels that fail to comply with the greenbelt criteria due to

insufficient acreage or non-qualifying usage and notifies the appropriate county and/or city offices of these changes.

- Calculates and completes required forms for refund requests and assessment changes for city and county tax rolls.
- Coordinates all activities required to properly document exempt parcels including application, prorations and notification.
- Attends Board of Equalization meetings and assessment appeals hearings.
- Monitors Personal Property procedures.
- Represents the Property Assessor before the Administrative Judge and/or Assessment Appeal Committee when necessary.
- Assists with the preparation of the annual budget for the Property Assessor's office and monitors and approves departmental expenditures during the fiscal year.
- Assists in cross referencing real and personal property for new owners and new businesses.
- Assists with State Assessed Properties and new utilities located in _____ County and forwards deeds as necessary.
- Assists taxpayers, accountants, attorneys, realtors, surveyors, appraisers, etc. in obtaining information concerning property location, ownership, deed references and appraised values for both real and personal property.
- Ensures the proper coordination of the Property Assessor's office with other city and county offices and departments including the Trustee's office, Register of Deed's office, 911 communications, etc.
- Ensures the proper assessment of all real and personal located within the county.
- Maintains all employee payroll records and submits to the Accounting Department in accordance with established policies and procedures.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school supplemented with additional course work in accounting, business administration, bookkeeping, or related field; thorough experience working in county government preferably in property assessment; thorough knowledge of the laws and regulations governing the assessment of real and personal property in the State of Tennessee; ability to maintain detailed records and related information; experience working with the public and supervising staff; strong interpersonal, organizational and decision making skills; or any equivalent combination of education and experience to provide the following knowledge, abilities, and skills:

- Thorough knowledge of state and local assessment codes, regulations, and policies pertaining to real and personal property.
- Thorough knowledge of accounting practices and mathematical computations associated with the calculation of real and personal property assessments.
- Thorough knowledge of the state mandated personal property audit program.
- Thorough knowledge of greenbelt requirements and property valuation methods and computations.
- Thorough knowledge of the structure and function of county government offices and the relationships required for consistent and uniform dissemination of relevant information.

- Thorough knowledge of commonly used office related software programs including word processing and spreadsheet applications.
- Thorough knowledge of the specialized software programs utilized for maintaining property ownership, acreage, structures, improvements, etc.
- Thorough knowledge of property assessment and appraisal practices and techniques.
- Considerable knowledge of effective supervisory techniques and practices including the selection, evaluation, motivation and discipline and/or discharge of staff.
- Ability to deal with detailed and complex information in a consistently accurate manner.
- Ability to prioritize job related activities to meet all imposed deadlines and reporting requirements.
- Ability to make appropriate and timely decisions in accordance with established departmental policies and procedures and state laws and regulations.
- Ability to organize and maintain job related information in an organized and accessible manner.
- Ability to make proper job related decisions within existing state and local guidelines and policies.
- Ability to interact with local officials and professionals, co-workers and the public in a courteous and tactful manner.
- Ability to effectively supervise and direct the activities of subordinate staff.
- Skill in the use of computer hardware components and applicable software applications.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
- Incumbents must successfully complete State of Tennessee Division of Property Assessments courses (DPA – Assessment Law and Fundamentals, DPA – Basic Mapping, SBOE – Assessment Level I & II) and attend regularly scheduled seminars to remain current on T.C.A. sections applicable to real and personal property appraisal and assessment.
- Possession of Notary Public.

_____ County Government
 FLSA – Exempt (Administrative)
 08/13/2008