GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: FEBRUARY 4, 2015
REVISED: MARCH 3, 2015
CLOSING DATE: APRIL 3, 2015

DEPARTMENT: **Assessor**

POSITION: **Chief Deputy Assessor**

LOCATION: **Globe**

JOB CODE: **15-009**

ANNUAL SALARY: **$53,942.00**

PURPOSE OF THE JOB

In concert with, and under the direction of the elected Gila County Assessor, plans, organizes and supervises the work of Assessor's staff. The Chief Deputy is responsible for planning, directing, organizing, implementing, and achieving department strategic goals and objectives related to effectively administering all laws and regulations regarding property taxation to ensure that Gila County property is valued fairly and equitably. The Chief Deputy Assessor coordinates and manages the Assessor's Office department functions by; leading and directing projects related to organizational changes, system integration, process changes, and through the development of policies and procedures structured upon long term program planning and evaluation.

This position involves working closely with the County Board of Supervisors, County Manager, County Attorney(s), and other County Management to develop the department's budget, and to address the potential impact of existing and proposed tax legislation on local jurisdictions.

SUPERVISORY RESPONSIBILITIES

Assigns and delegates work to Department Staff, provides recommendations on hiring employees, on evaluating performance, handling employee grievances, disciplinary actions, employee training, coaching and discharging employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Develops, recommends and implements policies and procedures to streamline department operations and ensure consistency and quality.	30%
• Plans the work of the department and sets division goals to further department objectives. Plans the scope of work to be performed and oversees its execution through the Chief Appraiser and Assessor Staff. Performs as the staff training liaison in communication with DOR to ensure adherence to required continuing education for Appraisal Staff.	20%
• Handles the most difficult, sensitive, and complex taxpayer concerns and issues. Represents the Assessor in an official capacity at meetings of the County. Confers with taxpayers, their attorneys and/or agents or others in order to hear their concerns, answer questions, and explain the Assessors policy and procedures.	20%
• Supervises Assessor's office staff directly and through the Chief Appraiser. Provides consultation and direction for Chief Appraiser and subordinate supervisors; administers disciplinary actions in a fair and consistent manner.	20%
• Assures departmental compliance with Arizona Revised Statutes (ARS) Title 42 laws regarding Property Taxation and Arizona Department of Revenue (DOR) guidelines. Appears before Board of Equalization and in Arizona Tax Court as an expert witness and works closely with Gila County's legal staff in preparation for Trials. Prepares, analyzes and presents oral and written reports as needed.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits and provides recommendation on an Elected Office budget. This position has oversight and responsibility for Departmental budgets as directed by the Elected Official. This position functions as the assistant head of the department and is the highest level of department management under the elected official.

PROJECT RESPONSIBILITIES

Initiates, communicates, reviews, approves project resources and communicates results of organizational planning projects. This position provides identification, research, implementation and support on all projects and activities that fall under the scope of daily operations for a department that is statutorily deadline and production sensitive based on the Arizona Department of Revenue Equalization and Assessment Calendar pursuant to Title 42 of Arizona Revised Statutes.

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ORAL COMMUNICATION DUTIES

Trains colleagues, explains procedures, responds to public inquiries, participates in meetings, gives presentations, speaks with the media, negotiates, persuades and moderates meetings.

WRITTEN COMMUNICATION DUTIES

Writes internal memoranda, formal letters, emails and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year).

MINIMUM EDUCATION REQUIRED

Bachelor's Degree, preferably in Property Appraisal, Public Administration, Business Administration, Real Estate or related field. Technical Training or Certificates (Appraised, Building Codes, etc.) or any equivalent combination of education, training and experience that demonstrates the ability to perform the duties of the position.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years of professional experience, preferably in Ad Valorem or Fee Appraisal, three (3) years of which demonstrate supervisory and/or management experience.

PROFESSIONAL CREDENTIALS REQUIRED

Arizona Department of Revenue (DOR) Level II Property Assessment Certification OR ability to complete Level II within 15 months of hire, if holding a valid DOR Level I certification. Possession of an equivalent state issued property appraiser certification, OR Professional certification or designation, OR evidence of at least 300 hours of successfully completed coursework towards such, from a nationally recognized appraisal organization may be accepted in lieu of Arizona DOR Level I & II certification provided that DOR Level I certification is attained within 12 months of hire AND DOR Level II certification is attained within 15 months thereafter. International Association of Assessing Officers (IAAO) Level 2 and Advanced Courses are preferred. Maintain continuing education as required by DOR.

KNOWLEDGE REQUIRED

Advanced Level and Standard practices and procedures utilized in making assessments and property valuations; Arizona Department of Revenue guidelines and statutory requirements pertaining to assessment; systems, administration and application of computer assisted mass appraisal systems (CAMA), electronic document management systems, computer aided drafting (CAD) and GIS applications including applications of computer and data processing systems for word processing, records management, information storage and retrieval. Administration including management principles and techniques, governmental budgetary procedures including purchasing and program management.

SKILLS REQUIRED

Analytical thinking, time management, communicating diplomatically, multitasking, customer service, conducting a variety of property appraisal functions and providing customer service assistance; Advanced knowledge and experience with Commercial Properties and the Income Approach to Value. Public speaking; experienced in oral communication with the ability to explain technical information to professionals and the general public.

Interpersonal Skills: Courtesy, tact and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the county for the purposes of giving or obtaining information, building relationships, making reports, or soliciting cooperation. Must know real property appraisal methods, procedures, principles and terminology. Must know Arizona State Statute and Department of Revenue guidelines affecting the appraisal of real and personal property for assessment purposes. Must maintain effective working relationships with the public, private agencies, and state and local government agencies.

ABILITIES REQUIRED

Analyze difficult situations, problems and data and to use good judgment in decision-making. Respond to advanced inquiries or complaints from customers; regulatory agencies, or members of the business community. Establish and maintain effective working relationships with employees, other agencies, and the public. Apply management principles, practices, and methods and techniques. Read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. React quickly and calmly in emergency situations. Manage and lead projects of varying scope. Provide customer service to taxpayers and the general public.

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PHYSICAL DEMANDS

- Regularly stands to assist customers.
- Regularly sits to complete reports, constantly sits to operate computers or other tools, and occasionally sits to operate special equipment.
- Regularly requires dexterity for keyboard operation, and occasionally require dexterity for special machines
- Occasionally required to lift work related materials, equipment, and tools up to 50 lbs.
- Occasionally required to walk to and from work sites, bend, stoop, crawl; kneel, climb ladders, and/or twist to inspect and measure property.

WORK ENVIRONMENT

Work is performed in a standard office environment and occasionally the field (outdoors) to conduct site appraisals. Exposure to variable weather conditions; rough terrain and construction debris. Must be able to exercise physical exertion to measure buildings and structures; may be required to lift up to 50 pounds.

SAFETY RISK EXPOSURE

Regularly (51-75% of work time), incumbents in this position may become exposed to telephone verbal abuse by customers. Incumbents in this position are generally not exposed to safety risk, may become exposed to telephone verbal abuse by customers, individuals with high level of emotional distress; physical danger, mechanical hazards, chemical hazards, electrical hazards, blood borne pathogens, communicable diseases and fire hazards, as possible under typical office conditions which involve public contact.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the Assessor's Office, with specific regards to use of Gila County vehicles for travel to and from offsite locations and are required to wear reflective vest with “Assessor Staff” printed, proper employee 10 tag or card, eye protection devices, and hard hat. Required to utilize other proper safety tools while working outdoors, such as: pepper spray to deter wild animals.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.