

# Uintah County

## Job Description



<b>Title:</b>	Assistant Assessor	<b>Code:</b>	210.4
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Assessor	<b>Last Revised:</b>	2/12
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	28

### GENERAL PURPOSE

The Senior Certified Residential Appraiser and Assistant Assessor is responsible for training, coordinating and directing appraisers and trainees in work processes essential to completing the mandated reappraisal cycles and creating accurate property values for the annual assessment roll. Represents Assessor's office at meetings as assigned.

### SUPERVISION RECEIVED

Supervised by the County Assessor.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Manages and trains other personnel in the CAMA system (computer assisted mass appraisal system), working closely with Assessor and IT Department Head to maintain the different elements of this complex system into a harmonious, efficient, and productive system.

Assists Assessor in sales ratio studies, factoring County properties for annual assessment roll, determining geographic boundaries in the County, i.e., districts, regions, and neighborhoods for continuity in the assessment roll;

Assists Assessor in office management decisions.

Reviews completed work assignments; assigns reappraisal and new growth workload areas.

Performs advanced level duties related to land guide values, inspection, classification, and valuation of residential real property.

Assists Assessor in reviewing reappraisal areas by preparing value comparison reports. Develops programs, working with other appraisers, to assure consistencies in appraising.

Meets with taxpayers on value issues; prepares appraisals and defends values at Board of Equalization hearings.

Assists Assessor with managing the Farmland Assessment Act (greenbelt) including applications and rollback taxes. Organizes and conducts field inspections for greenbelt eligibility.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education, Licenses and Experience:

- A. Associates Degree; Certified Residential Appraiser licensed through Division of Real Estate and State Tax Commission;
  - B. Five (5) years of residential mass appraising.
  - C. Must possess and maintain a valid Utah driver's license.
2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of:**

Mass appraising for ad valorem tax;  
 CAMA's;  
 Sales comparable analysis;  
 Sales ratio studies.

**Working knowledge of:**

Concept of Assessor duties and responsibilities;  
 USPAP (Uniform Standards of Professional Appraisal Practice)

**Skill** in establishing and maintaining effective working relationships with taxpayers, supervisors and coworkers; utilizing CAMA systems.

**Ability to:**

Train Appraisers and Trainees in work processes;  
 Coordinate, organize and monitor work flow;  
 Maintain confidentiality in Assessor management decisions and other appropriate information.

3. Work environment is a typical office setting with a variety of physical activities required, i.e., talking, hearing, seeing, writing, walking, standing stooping, lifting sitting, and reaching, generally not involving muscular strain. Reasonable work speed required to be productive and efficient. Common eye, hand, finger, leg and foot dexterity exists. Frequent "in the field" travel required; frequent exposure to weather conditions and an occasional uncooperative property owner; memory for details. Must travel within the State to attend classroom education training.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. 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)