



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Chief Deputy Assessor</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Assessor</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Assessment</u>	JOB CODE: 101	

DEFINITIONS:

This position assumes responsibility for the office in the absence of the Assessor; oversees work done by staff appraisers for accuracy and completeness. Tracks all building permits and land splits. Enters data for mapping and address changes.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Answers phone and routes to appropriate person; oversees office staff and helps with questions or concerns.

Checks accuracy and completeness of staff appraiser work; enters data for real estate information collected by appraisers and mappers; sketches vector homes in Boone County.

Pays office bills; fills out payment requisitions, journal entries, and budget revisions; acts as liaison for office working with vendors; maintains and monitors office budget.

Codes real estate property record cards for use of CAMA system; makes personal property bills or waivers; assists taxpayers with real estate, maps, or personal property; changes values of corrections done through the Board of Equalization.

Maintains inventory of office supplies; faxes ownerships and value documents to banks and other agencies; types agenda for the Board of Equalization and makes and distributes copies; prints tax exempt questionnaires, letters and mails to land owners and government.

KNOWLEDGE AND SKILL:

- 1. Considerable knowledge of County and state laws and regulations governing recording and real estate transactions.
- 2. Considerable knowledge of Boone County policies and procedures.
- 3. Considerable knowledge of computer hardware, software and operations.
- 4. Skill in the use of personal computers, especially of appraisal and office software.
- 5. Skill in analysis, problem solving, and mathematics.
- 6. Skill in working with and applying mathematical concepts such as percentages, ratios, and proportions to practical situations.
- 7. Skill in developing and maintaining cooperative working relationships with other County Departments.
- 8. Skill in presenting information and responding to questions from the public.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Business Administration, or related field; three years supervisory experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)