



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Chief Deputy Assessor
Department: Assessor
FLSA Status: Exempt
WC Code: 8810
Effective Date: February 1, 2006
Last Revised: August 26, 2014
Pay Grade: NU16
Union: Non-Union (Supervisory)

SUMMARY

Directly supervises the Administrative and Cartographic Sections and is responsible for all administrative aspects of the office of the Assessor. This includes manufactured home ownership, real property ownership, Assessor's budget preparation, budget review for taxing districts, compilation and categorization of property values for the certification of the Assessment Roll, computation of tax bills on properties within Josephine County, and computation of total taxes and assessments for Josephine County. The Cartography section is responsible for the mapping and the ownership of all property in Josephine County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Organizing the department to best support the responsibilities and goals of the Assessor.
2. Effectively supervise and provide for the training of Administrative Staff for accurate and timely completion of their assessment tasks and goals.
3. Effectively supervise and provide for the training of Cartographic Staff for accurate and timely completion of their cartographic tasks and goals.
4. Accurately and timely complete the Assessor's Budget.
5. Accurately and timely complete the Assessment Roll and related reporting documents.
6. Complete accurate, legal, timely, appropriate, accounting functions, personnel, and paperwork in support of the goals of the Assessor while not exceeding the budgeted estimate.
7. Review of reporting to the Josephine County Commissioners, Josephine County Tax Collector/Treasurer, and the Oregon Department of Revenue in support of the Assessor.
8. Oversee the integrity of the Assessment portion of the Assessment and Tax database.
9. In conjunction with the Technology Department, insure all assessment software, tools, and programs are current and up to date.

10. At any time during which there is an active Assessment database conversion in progress, the position will act as project manager.

11. Other duties as assigned by the County Assessor.

DISTINGUISHING FEATURES OF THE CLASS

This is an “at will” employee working with a high degree of independence to represent the Assessor’s best interests. This employee must exhibit high level judgment, accuracy, and specialized knowledge to review and approve budget submissions, categorize and tabulate the assessment valuation data, calculate taxes for all property owners and taxing districts and prepare the required reports. Also this employee is directly responsible for supervising personnel that create the County’s mapping system, administering veterans’ and widows of veterans’ exemptions programs, administering the personal property assessment program and personnel that maintain property ownership records for taxation purposes. The position also oversees the titling of manufactured homes as the office serves as an authorized agent of the Dept of Consumer and Business Services – Building Codes Division. This work is performed under the direction of the County Assessor.

SUPERVISORY RESPONSIBILITIES

With direction from the Assessor, carries out direct supervisory responsibilities to various Assessors Department Staff. This includes interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, and addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor’s degree in Accounting, Business, Economics or related field with coursework emphasis in real property appraisal, property taxation, real estate law, real estate practice, accounting, bookkeeping, math, and geographic information systems. Specific coursework using programs such as Excel, Access, Word, Paradox, ArcView, and ArcInfo are preferred. Equivalent experience in an Oregon County Assessor’s office may substitute for the Bachelor’s degree.

JOB IMPACT

The most common consequence of error would involve financial loss, embarrassment to the department or County or litigation caused by errors, omissions, misinformation or lack of information.

JOB CONTACTS

The position generally has contact with other County departments, divisions, programs; state and federal agencies; community professionals; and the public. Frequent contacts are made with other County Departments, Divisions and Programs, other governmental agencies, outside agencies and the public.

LANGUAGE SKILLS

This position requires the ability to read and understand technical terms related to assessment, taxation, appraisal, real estate ownership, manufactured home titling, real estate valuation, budgeting, personnel management, cadastral mapping, surveying, and exemptions. The position requires that a person be able to explain verbally and in writing all of the issues that relate to the knowledge base outlined above both to fellow practitioners, and lay people. In the absence of the Assessor, this position must be able to effectively articulate the policy and laws governing assessment and taxation to the public or other interested parties.

MATHEMATICAL SKILLS

The position requires the ability to add, subtract, multiply, divide, compute ratios, percents, understand truncation and rounding gain and loss, Boolean operators, compute measures of central tendency, and use geometry to compute angles, distances, and areas. Computer knowledge, especially database experience is a preferred skill.

REASONING ABILITIES

The position requires the ability to understand and correctly interpret complex laws relating to property assessment and taxation, the proper review of budgets, categorization of exempted and assessed values, and calculation of tax rates under Oregon Property Tax Law. The position requires the ability to understand and apply property tax law and real estate law to real property ownership vesting issues to determine the most appropriate course of action. The position requires the ability to interpret and understand laws relating to personal property and manufactured home

ownership and assessment. The position requires the ability to understand and correctly interpret laws surrounding tax districting, special assessments, exemptions, assessment dates, lien geographic information systems to determine the most appropriate course of action in mapping and geographic information issues.

OTHER SKILLS AND ABILITIES

The position requires the ability to use computers, effectively and efficiently use computer-based word processing, spreadsheet, database, proprietary assessment programs and presentation programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License. Licensed by the Dept of Revenue as a registered Property Appraiser.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. Minor odors from copying equipment, paper dust.

PHYSICAL REQUIREMENTS

The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Speech, Vision & Hearing

<input type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: Aerial Photographs
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Conversational
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>