



## CLASS SPECIFICATION

Class Code: 60000339  
Date Established: 07/1973  
Last Reviewed: 09/2021  
Last Revised: 09/2021  
Last Title Change:  
FLSA: Exempt

### CHIEF DEPUTY ASSESSOR

#### **DEFINITION**

Under general direction, plans, organizes, and supervises the work of Assessor's staff; assists the County Assessor with oversight of the department; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in business administration, accounting, finance, mathematics, real estate, information technology, engineering, science, or closely related field AND three years of full-time experience in a management or supervisory position within the assessment field, OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

Certification as a Tax Appraiser for the State of Nevada must be obtained within one (1) year of appointment to this class.

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over support staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist the County Assessor with planning, organizing, directing, managing, and supervising the functions, programs, and operations of the County Assessor's Office.

Provide consultation and direction for other management and supervisory staff in the development and maintenance of standards and uniform procedures for the appraisal of unsecured personal property or real property.

Develop new assessment procedures and methods to conform to changes in assessment laws and regulations.

Coordinate input and planning for long-term programs and operational policies.

Provide support and direction for Assessor's Office staff in resolving problems.

Meet with other County Departments to coordinate activities, solve problems, and discuss issues and concerns.

Meet with representatives of other government agencies to solve technical and statutory problems and clarify rules and regulations.

Review exemption applications and determine the eligibility of applicants.

Ensure staff compliance with training and certification requirements.

Calculate and process abatement and refund requests submitted by taxpayers.

Provide supervision, direction, and work evaluations for other management and supervisory staff.

Ensure proper development, maintenance, and compilation of requisite Department reports.

Represent the County Assessor with staff, the public, and other organizations as delegated.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Assessor's Office databases, computer systems, and software.

Judicial and administrative interpretations of real and personal property assessment law, rules, and regulations.

Countywide personnel policies.

### **Ability to:**

Provide general management and administrative support for planning, organizing, coordinating, and overseeing the functions, operations, and programs of the County Assessor's Office.

Provide comprehensive advice and consultation for other County Assessor's Office staff in resolving problems.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

### **Knowledge of:**

Principles and practices of management and supervision.

Methods and techniques used in the establishment, maintenance, and updating of database information systems.

Thorough knowledge of real and personal property appraisal methods, procedures, principles, and terminology.

Considerable knowledge of the legal structure of business organizations and accounting and auditing practices.

Factors which affect values of various types of real and personal property.

The effect of economic trends on real and personal property values.

Laws and regulations affecting the appraisal of real or personal property for taxation purposes.

Statistical theory and philosophy.

### **Ability to:**

Manage and supervise staff and delegate authority.

Evaluate staff performance and maintain discipline and morale.

Organize and direct records maintenance and reporting functions.

Work with computerized database and information systems.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Interpret and apply regulations, policies, and procedures.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with the public, other agencies, and other County departments.

Represent the County Assessor with staff, employees, and other public organizations.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to walk in uneven terrain. Ability to lift and move objects weighing up to 25 lbs. Occasionally may be required to climb, kneel, and crouch. Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machine.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*