



Class Code: 1-0363
FLSA: Exempt
EEO: 1
Bargaining Unit: 1
Revised: 10/2020

ASSISTANT ASSESSOR-RECORDER

DEFINITION

Under general direction, assists with planning, organizing and directing the functions of the Assessor-Recorder's Office; assists with managing the administration, supervision, and coordination of the division; plans, conducts, ensures the timely completion of real property and business appraisals; provides special assistance with unusual and complex problems; ensures the uniformity and maintenance of equitable appraisal standards for the valuation of property; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-position, management class that provides direct assistance to the Assessor – Recorder. The incumbent exercises day-to-day direction, supervision, and oversight for delegated functions and staff within the Assessor-Recorder's Office.

The incumbent may serve as the Assessor – Recorder in his/her absence.

This is a discrete classification. The incumbent in this management position serves at the pleasure of his/her appointing authority, which means the employment relationship is at-will, and that the County of Lake or the employee may terminate the relationship at any time, with or without cause.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Assessor-Recorder. Manages the work of professional, technical, administrative support, and extra help staff.

EXAMPLES OF ESSENTIAL DUTIES

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; provides for training and development; conducts performance evaluations; and administers discipline, as required.
- Assists with developing and implementing department goals, objectives, policies, and practices; develops work processes and sets standards.
- Assists with preparation and control of the department's budgets; monitors/approves expenditures and revenue; administers and oversees contracts and procurement activities; and prepares invoices.
- Assists with planning, organizing, and directing the functions of the assessor/recorder's office.
- Provides direct work assistance and technical guidance for appraisal staff, regarding the most difficult and complex appraisals.
- Performs a variety of complex real property, business appraisals, and analytical reports.
- Explains assessment procedures, determinations, methods, and laws to the public.
- Provides assistance in verifying that the county assessment rolls are updated and maintained and that related notices are distributed in a timely manner.

- Provides oversight in the development, maintenance, and proper back-up County Recorder information, as assigned.
- Oversees statistical and market analysis to determine assessment ratios.
- Explains assessment roll procedures, title transfer requirements, and County Recorder methods and laws to the public, as needed.
- Represents the department and serves as the liaison to the public, community organizations, and other government agencies; attends Board of Equalization hearings; provides information and delivers presentations as needed.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of government administration, personnel management, supervision, training, and work evaluation.
- The functions and responsibilities of the Assessor-Recorder's Office.
- Federal, state, and local laws, regulations, and codes affecting the appraisal of real, business, and personal property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.
- Methods of determining property value.
- Factors, techniques, methods, and principals involved in the appraisal of real, business, and personal property, including the full scope of appraisals performed in the County of Lake.
- Court decisions affecting the appraisal of land, buildings, structures, businesses, and personal property.
- Budget preparation, development, and expenditure control.
- Customer service principles and techniques.
- Applicable business equipment, databases, and desktop applications.

Ability to:

- Assist with planning, organizing, and administering the functions of the Assessor/Recorder's Office.
- Provide supervision, training, and work evaluation for assigned staff.
- Analyze, evaluate, and modify appraisal methods and standards.
- Apply appraisal principles and techniques in the appraisal of real, personal, and business property.
- Read and interpret maps and property descriptions.
- Develop presentations for assessment appeals.
- Direct the preparation and prepare clear, concise, and accurate records and reports.
- Effectively communicate.
- Effectively represent the department with the public, community organizations, and other government agencies.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Utilize a computer, relevant software applications, and/or other equipment as assigned.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and clients.

Licensing and Certifications:

Possession of, or ability to obtain, an appropriate valid California Driver's License.

Possession of a valid Appraiser's Certificate issued by the State of California Board of Equalization.

Education and Experience:

Bachelor's degree from an accredited four-year college or university with major coursework in business administration, finance, accounting, public administration, economics, or a closely related field and five (5) years

of professional experience performing the appraisal of real, personal, or business property for tax assessment purposes, including two (2) years in a supervisory or management capacity.

Additional directly related experience and/or education may be substituted.

WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces.

Positions in this class may require local and statewide travel as necessary.

Disaster Service Workers: As members of the County of Lake Emergency Services Organization, all County of Lake employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.