



Class Code: 04-2222
FLSA: Non- Exempt
EEO: 4
Bargaining Unit: 4
Revised: 10/2020

DEPUTY ASSESSOR/RECORDER, SENIOR

DEFINITION

Under general supervision, to perform a variety of the more complex, specialized account, statistical, document processing, and technical record keeping and support work; to review fiscal records, applications, or specialized documents and information, assisting the public and/or other County staff with the accuracy and completeness of the information; to assist others with the understanding of Assessor/Recorder's procedures and requirements; to provide a variety of information about Assessor/Recorder's services and functions; to perform a variety of advanced technical and office support work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is advanced journey working level in the Deputy Assessor/Recorder class series. Incumbents perform a variety of the more complex, specialized financial, statistical, and document processing work requiring substantial knowledge of the policies, procedures, and special requirements of the Assessor/Recorder's office. Incumbents may be assigned to a specific work area as dictated by the needs of the County, or department. They are also expected to have the knowledge and capability to perform assignments and provide assistance outside of the specialized work areas.

This class is distinguished from Deputy Assessor/Recorder II by the fact that Deputy Assessor/Recorder, Senior is the advanced journey level with incumbents expected to have comprehensive knowledge of a specialized assignment area and also have the capability to perform work assignments in a variety of functions and areas of the department or work unit where assigned, as needed. Deputy Assessor/Recorder II's are not expected to have the breadth and scope of assignments or the degree of comprehensive knowledge expected of Deputy Assessor/Recorder Senior.

REPORTS TO

Chief Deputy Assessor/Recorder Valuations, Assessor/Recorder, or their designee.

CLASSIFICATIONS SUPERVISED

May be assigned lead work and work coordination responsibilities for other staff.

EXAMPLES OF IMPORTANT AND 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.

- Performs a variety of the more complex fiscal support and record keeping work, developing and maintaining financial records.
- Provides the more in-depth specialized assistance to the public and/or other County staff regarding assessment role information, fiscal records, recording procedures and functions, vital statistics, or other areas, as assigned.

- Updates and maintains records and information in computerized systems and databases.
- Maintains a variety of statistical or other specialized records, posting and updating information to keep records current and accurate and in conformance with the appropriate government codes and/or regulations.
- May scan documents and review the documents for quality; may verify purchase orders and purchasing information.
- May maintain work and time records.
- Balances cash received, verify receipts, and prepare deposits.
- May assist with the development and control of budget information.
- May assist with payroll functions.
- Reconciles information problems and ensures the accuracy of a variety of records;
- May have responsibility for subsidiary ledgers.
- Provides requisite data to other government agencies, as delegated; may review referrals to department programs and processes per State requirements.
- Updates and maintains computerized records and generates reports.
- Uses spreadsheets and other special computer software.
- Performs special assignments related to the department and unit where assigned.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Comprehensive knowledge of financial and statistical record keeping, document acceptance and processing requirements, and/or information system maintenance related to the Assessor/Recorder's office.
- In-depth understanding of the policies, laws, rules, and regulations impacting the operations, transactions, and functions of the Assessor/Recorder's office.
- Good public relations techniques.
- Maintenance of files and information retrieval systems.
- Computers and software used in office, fiscal, and administrative support work.
- Modern office methods and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Mathematics.

Ability to:

- Perform a variety of the more complex specialized financial, statistical, assessment roll, or document processing and recording work related to the Assessor/Recorder's office.
- Provide the more difficult technical support for the Assessor/Recorder's office
- Proficiently use a variety of computerized spreadsheet, word processing, and data base software.
- Read, interpret, and apply a variety of rules, regulations, and policies related to functions and services of the assigned work area.
- Read and interpret a variety of legal documents and maps.
- Accurately maintain and update a variety of records and information systems.
- Gather, organize, and summarize data and information.
- Make mathematical calculations quickly and accurately.
- Type or use word processing software at an acceptable speed to meet production requirements.
- Operate a computer and use department software in the performance of assigned work.
- Operate and use office equipment.
- Deal tactfully and courteously with the public and other staff when explaining the functions, requirements, and policies of the work area where assigned.

- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

Training and Experience:

Two (2) years of work experience in performing financial, statistical, assessment roll, or document processing and recording work at a level comparable to Deputy Assessor/Recorder II with the County of Lake.

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 repetitive motions, sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, operating office equipment including; fax, phone, copier, printer, calculator, and computer.

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.

Incumbents generally work in an office environment with adequate light and temperature. There may be occasional exposure to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, poor ventilation, and underground, confined or restricted workspaces. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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.

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

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.