

P O S I T I O N A N A L Y S I S
August 20, 2007

Department Code : 080
Department Title : Assessor's Office
Position Code : 160
Position Title : Appraiser
Number of Incumbents : 0
Number of Responsibilities : 5

RESPONSIBILITIES

1. Manage and oversee all machinery and equipment affidavits for taxation purposes. (2000 accounts) 10%
2. Administer and appraise all commercial and agricultural industry equipment for 161 tax codes areas. (\$125,126,000 of value) 40%
3. Manage the work of and provide guidance and direction to clerical staff within the Assessor's Office. 10%
4. Assists in the overall administration and management of the Assessor's Office. 30%
5. Appraise all mobile homes on the personal property role and record changes to the tax role. (Appx 1025 mobile homes) 10%

RESPONSIBILITY

1. Manage and oversee all machinery and equipment affidavits for taxation purposes. (2000 accounts) 10%

1. Systematic yearly review and appraisal of all personal property.
2. Advise Treasurer's office on tax refunds, advance tax payments, and delinquent taxes.
3. Maintain current knowledge of all legislation affecting personal property and levies.
4. Assist Assessor to ensure all deadlines set by Department of Revenue are met.
5. Collaborate with Department of Revenue and State Auditors to assure correct values and to maintain high audit ratio.
6. Assist taxpayers, attorneys, and accountants with all questions pertaining to audits and appraisals of personal property.

RESPONSIBILITY

2. Administer and appraise all commercial and agricultural industry equipment for 161 tax code areas. (\$125,126,000 of value) 40%

1. Coordinate taxpayers annual listings for the purpose of updating county records.
2. Ascertain new business listings based on state report for new business license.
3. Appraise personal property through examination of documents and records (as well as field visits to visually assess and establish values).
4. Analyze, coordinate and prepare listings for leasing companies based on verifying ownership and location of assets.
5. Appraise all parcels for current year personal property values based on state guidelines.
6. Appraise fair market values for listed property based on depreciation tables and schedules.
7. Identify and document changes in ownership or movement of personal property.
8. Enter and maintain correct parcel information on the computer system.
9. Mail assessment notices and advise and assist taxpayers in matters related to the listing values.

RESPONSIBILITY

3. Assists in the overall administration and management of the Assessor's office. 30%

1. Act on behalf of the Assessor in his absence.
2. Assist the Assessor in the preparation of the departments annual budget.
3. Verify time sheets of hours worked, vacation and sick leave.
4. Input payroll information in computer system.
5. Assist in tax levy documentation and calculations.
6. Coordinate all travel arrangements for Assessor's office, this includes reservations, advance travel documents and receiving warrants.
7. Prepare board orders for all employees, consisting of new hires, step increases, and resigning employees.
8. Determine need and ordering and purchasing supplies and services.
9. Prepare claims and purchase orders to be submitted to the Auditor for payment.
10. Support office staff with all the help they need including answering telephones, helping at the front counter, making copies and reviewing aerials photos.
11. Advise school districts, park and recreation districts, cities, fire and cemetery districts of levy limitations, assessed values, public utility values, new construction credit, state assessed property, and property tax deadlines.

RESPONSIBILITY

4. Manage the work of the provide guidance and direction to clerical employees within the County Assessor's office. 10%

1. Provide training to new employees in clerical department.
2. Plan, assign and direct activities of clerical department.
3. Continuously monitor and evaluate the effectiveness and efficiency of Assessor's office processes and procedures.
4. Assess and monitor work load of employees.
5. Develop and recommend improvements to office procedure.
6. Enforce and implement all policies and procedures as set forth by the Assessor and the County Commissioners.
7. Ensure all deadlines set by the county and/or Department of Revenue are met.
8. Performs regular clerical performance evaluations.

RESPONSIBILITY

5. Appraise all mobile homes on the personal property role and record changes to the tax role. (appx 1025 mh) 10%

1. Receive and analyze state reports to transfer new mobile homes to the tax role.
2. Constitute changes to the tax role due to movement permits, excise affidavits, and building permits.
3. Research mobile home sales and appraise mobile homes at fair market value.
4. Physically inspect mobile homes on personal property in 16 cities and in the county.
5. Mail yearly mobile home forms to verify ownership.