

## **ASSESSOR'S OFFICE MANAGER**

### **DEFINITION**

Under direction, to assist the County Assessor with planning, directing, and coordinating the functions of the Department; to plan, organize, and direct the preparation and maintenance of the County Assessment Roll; to supervise and coordinate the office support functions of the Assessor's office; to perform the most complex assessment roll maintenance and office support functions; to provide information and resolve problems for office visitors and telephone callers; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position supervisory and specialist class with primary responsibility for directing and overseeing the assessment roll and office support functions of the County Assessor's Office. The incumbent supervises and directs other support staff, as well as performs a broad range of the most complex assessment roll assignments. In addition, responsibilities include assisting the County Assessor with planning, directing, and coordinating the functions of the Department.

### **REPORTS TO**

County Assessor.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Fiscal and Technical Services Assistant I, II, and III and Office Assistant I and II.

## **ASSESSOR'S OFFICE MANAGER - 2**

### **EXAMPLES OF DUTIES**

- Assists the County Assessor with planning, organizing, and coordinating the functions of the Department.
- Assists with the development of Department policies, systems, and procedures.
- Plans, organizes, directs, and supervises the assessment roll and office support functions of the County Assessor's Office.
- Establishes work schedules and methods, prioritizes workload.
- Assigns and reviews work of Assessor support staff.
- Participates in the selection of staff.
- Provides and/or coordinates staff training.
- Works with employees to improve work effectiveness.
- Implements disciplinary procedures when necessary; develops and recommends improvements in work procedures.
- Develops, oversees the preparation, and prepares a variety of reports.
- Assists with the development and administration of the Department budget.
- Monitors and controls budget expenditures.
- Ensures proper inventory of supplies and equipment.
- Coordinates assessment roll functions with other County departments.
- Assists with the development of computer applications for the Assessor's office.
- Maintains accounting, personnel, payroll, and fiscal records.
- Coordinates processing of assessment roll activities.
- Insures proper processing of assessment roll changes.
- Performs the most complex assessment roll maintenance and office support functions.
- Performs computer processing of assessment roll information.
- Works with the public to provide information and resolve concerns.
- Represents the County Assessor and has responsibility for the Department as delegated.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with staff and the public.

## ASSESSOR'S OFFICE MANAGER - 3

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Laws, rules, and regulations governing the preparation and maintenance of assessment roll information.
- Court decisions affecting the granting of property tax exemptions.
- Organization, policies, and operating procedures of the County Assessor's Office.
- Fiscal administration, including budgeting, accounting, and expenditure control.
- Documents related to property appraisal and records maintenance.
- Deeds, legal descriptions, and parcel maps.
- Procedures for property transfers and splits.
- Filing and recordkeeping methods and procedures.
- Modern office methods and procedures.
- Computer applications and software related to assessment roll development and maintenance.
- Principles and practices of administration, including goal setting and policy and procedure development.
- Principles of work scheduling, employee supervision, employee training, and work evaluation.

#### **Ability to:**

- Assist the County Assessor with planning, work coordination, and policy development.
- Plan, organize, coordinate, and supervise the assessment roll preparation and maintenance and office support functions of the County Assessor's Office.
- Supervise, train, and evaluate the work of assigned staff.
- Assist with the preparation and administration of the Department budget, including the maintenance of accounting and expenditure control systems.
- Read and interpret property documents.
- Interpret and apply policies, laws, and regulations related to the assessment roll and Department functions.
- Perform the most complex assessment roll preparation and maintenance assignments.
- Use a computer and software applicable to assessment roll functions.
- Prepare and maintain records and reports.
- Make mathematical calculations quickly and accurately.
- Speak and write effectively.
- Maintain effective communications and good relations with the public.
- Establish and maintain cooperative working relationships.

## ASSESSOR'S OFFICE MANAGER - 4

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of increasingly responsible work experience in the establishment and maintenance of assessment roll information, which includes some experience in a lead or supervisory capacity.

**Special Requirements:** Possession of an appropriate California Driver's License issued by the State Department of Motor Vehicles.