**HOOD RIVER COUNTY**

*A Small County with a big mission:*
*Providing Quality of Life for all.*

| |
|---|
| *FLSA Status*: Salary |
| *Union:* NA |
| *Work Comp Code: Muni. Emp NOC-9410* |
| *EEO: 1 Financial Administration* |
| *Salary Range: 5B* |
| *Last Update: August 2022* |

| **JOB TITLE** | Deputy County Assessor |
|---|---|

## Job Summary

Supervises appraisal and assessment staff including conducting and reviewing appraisals activities, conducting studies, and ensuring compliance with regulations. May direct all department operations in absence of the Director.

## Essential Duties

- Supervises appraisal and assessment employees including conducting performance reviews, making or providing input into hiring, disciplinary and termination decisions, administering training activities and developing and approving schedules.
- Reviews for accuracy and consistency the discovery, inventory, and appraisal of all taxable real and personal property in the county.
- Conducts studies and analyses of property sales data and prepares written and graphical material to represent the data.
- Supervises the appeals process and conducts site reviews, liaising as necessary with legal counsel to assist in defense of County's appraisal.
- Researches qualifying criteria and required processes for exemption, special assessment, and deferral programs.
- Participates in budgeting, CAFFA grant preparation, reviews taxing districts budgets in accordance with local budget law, tax rate calculation, and compiles the summary of levies and tax summary.
- Counsels the Director, County Commissioners, Board of Property Tax Appeals, Budget Committee, and others in matters regarding property appraisals and assessments; responds to inquiries from the public.
- Performs other duties as assigned.

## Knowledge and Skills

- Knowledge of preparation and use of recorded instruments, such as deeds, mortgages, contracts.
- Knowledge of principles of property appraisal; building construction and ability to read blueprints.
- Skill in the use of computer applications related to appraisal, building, and/or mapping systems.
- Skill in performing statistical and data analysis in Excel.
- Skill in writing reports, business correspondence, and procedures.
- Skill in presenting information and responding to questions from groups of managers, peers and the general public.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures.
- Ability to interpret and apply Oregon revised statutes and administrative rules.
- Ability to understand, apply, and make calculations under measure 5 and measure 50.
- Ability to read and understand property descriptions, surveys, and maps.
- Ability to establish and maintain an effective working relationship with subordinates, peers, supervisors and the general public.

## Minimum Qualifications

- High School Diploma or GED.
- Six years of related experience in real and personal property appraisal.
- Oregon Registered Appraiser certification.
- Valid Oregon Driver's license.
- Or an equivalent combination of directly related education and experience.

## Supervision Received and Exercised

- Supervision Received: Director Records and Assessment
- Supervision Exercised: Appraisal and Support Staff

## Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee frequently works in an outdoor environment. Employees are exposed seasonally to extreme temperatures, wetness/humidity, and to respiratory and physical hazards. Employees perform light work.