



COUNTY OF NYE

CLASS TITLE: CHIEF DEPUTY ASSESSOR

BASIC FUNCTION:

Under direction of the Assessor, responsible to assist in the smooth operation of the Assessor's Office and to coordinate offices with the main office in accordance with Nevada Statues and Administrative Codes; participates in planning, organizing, and directing program for continuing assessment of real estate and personal property and in the preparation of tax rolls based upon such assessments.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists.*

Assigned job tasks/duties are not limited to the representative duties).

1. Plans, organizes, demonstrates and reviews the work of subordinates engaged in evaluation of real and personal property, recording, filing and verifying work records, and in the preparation of tax assessment rolls.
2. Confers with subordinates regarding present methods and techniques of assessment, and on the establishment of new methods and procedures as indicated.
3. Discusses complaints and misunderstandings of assessment procedures with public.
4. Performs ownership transfers, adding information from appraisals and entering data to computer.
5. Segregates Secured and Unsecured Roll values for state and county for use in establishing budgets and for Taxation and State Demographer.
6. Research Recorders' Office records for ownership of property or maps.
7. Assists in the preparation of month-end reports for collections.
8. Confers with Department of Taxation regarding duties, policies, and procedures affecting Assessor's office.
9. Act on behalf of the County Assessor in the County Assessor's absence or when delegated.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or successful completion of G.E.D. or high school proficiency exam and work experience closely related to the duties and responsibilities of the class.

Knowledge of:

Assessor's Office databases, computer systems and software; Working knowledge of Word and Excel or other database software; Countywide Personnel Policies and Procedures; Judicial and administrative interpretations of real personal property

assessment laws, rules and regulations.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May demonstrate work activities to more junior personnel and exercise direct supervision over support staff and appraisers.

CONTACTS:

Supervisor, co-workers, other department personnel, general public, Department of Taxation, surveyors, private appraisers.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal office environment.