



COUNTY OF NYE

CLASS TITLE: DEPUTY ASSESSOR

BASIC FUNCTION:

Under direction, assists in the preparation of tax assessment rolls, transfers of real property, evaluates and assesses real and personal property for taxation purposes. Provides technical support to appraisers. May perform field work which involves inspecting, verifying, and gathering of data and other pertinent information on all taxable property.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties.)*

1. Responds effectively to inquiries ranging from specific to difficult pertaining to property location and matters related to taxation of real and personal property to include assisting in the locating properties on parcel maps.
2. Transfers ownerships of property on the secured roll; locates and plots land by description on Assessors plats.
3. Research official records and land tract books to trace ownership of secured and unsecured property and check accuracy of property descriptions to maintain current and correct information in the Assessor's records.
4. May perform field appraisal support work.
5. Performs clerical work such as typing, filing, data entry, proofreading, and responding to telephone enquiries.
6. Collects taxes, interest, and penalties.
7. Performs variety of accounts receivable/payable activities related to the department.
8. Participates effectively as an active member of the work team. Maintains effective working relationships with team members and others contacted in the course of work.

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: Any combination equivalent to: graduation from high school or a G.E.D. equivalency and work experience closely related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada Drivers License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Co-workers, other department personnel, attorneys, title companies, Department of Motor Vehicles, general public, escrow companies, and banks.

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—subject to lifting books, bending and standing; ability to safely maneuver outdoors in various locations such as construction sites, farms, ranches, mines or other areas where ground debris may be present; vision to read printed materials; and hearing and speech to communicate in person and over the telephone.

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 with occasional exposure to outside weather conditions, construction sites, animals, traffic.