

# CHICKASAW COUNTY JOB DESCRIPTION

**Department:** Assessor's Office  
**Position:** Chief Deputy Assessor  
**Reports To:** Assessor  
**Salary Level:** Annual, ≤ 80% of Assessor's Salary  
**FLSA Status:** Non-Exempt  
**Revision Date:** April 2, 2018

## GENERAL SUMMARY

Under the general supervision of the county assessor, assists with the duties of the Assessor's Office as set forth in Chapter 441 of the Code of Iowa.

## ESSENTIAL DUTIES & RESPONSIBILITIES

Researches and inspects agricultural, residential, commercial and industrial properties annually to gather data for the valuation of said properties utilizing the Iowa Property Appraisal Manual and other pricing sources.

Completes and reports the valuation process for agricultural, residential, commercial and industrial properties as required by law.

Assist property owners in understanding assessed values, the valuation process, the tax system, and the functions/role of the Assessor's office.

Assist property owners in applying for credits and exemptions that are managed by the Assessor's office.

Assist's within the office and other county offices, those areas where functions and roles overlap, or would require cooperation to fulfill the duties of the Assessor's office.

Maintains office files/records to sustain effective operations and support of the Assessor's office.

Performs other duties as needed, such as performing Assessor's duties on the absence of the Assessor, assisting the Board of Review, and completing special projects as designated by the Assessor.

## **QUALIFICATIONS**

High school diploma or G.E.D. required.

Coursework in Real Estate appraisal, whether provided by a college or professional appraisal organization.

A minimum of two (2) years experience in performing assessment functions.

Must be currently certified by the Iowa Department of Revenue to be eligible for the position of Deputy Assessor.

A high degree of working knowledge of the Iowa Code relating to the assessment process including, but not limited to valuation, exemptions, and tax credits.

Proficiency with the use of appraisal software, mapping / aerial software, tax administration software, text document and spreadsheet software.

Ability to interact in a professional and respectful manner to the general public, co-workers within the office, co-workers within the general county offices.

Exercise independent judgement and decision making during normal business, unique, or escalated situations.

## **WORK ENVIRONMENT / PHYSICAL DEMANDS**

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions for this job. Job demands include, but not limited to, interior and exterior work, desk, travel, walking, kneeling, bending and other movements. Exterior climate may include extreme weather conditions resulting in conditions such as snow, mud, inclines, uneven topography, climbing steps. Work may also include exposure to extreme temperatures, humidity, dust and odors. Lifting and moving of records/books of moderate weight (less than 50 lbs.).