



JOB DESCRIPTION

Job Title: Deputy Assessor	Step: 2
Department: Assessor I	Grade: 16-18
Effective Date: January 2011	FLSA status: Non-Exempt
Revision Date: February 2022	Salary: \$31,255 – \$47,032 DOE

General Purpose:

Performs professional appraisal and assessment of real and personal property within San Juan County. Includes mass appraisal of vacant, agricultural, residential, commercial, improved and unimproved land for the purpose of determining market value for taxing purposes.

Examples of Duties:

1. Personal Property: Compilation of business listing within the County. Preparation of and mailing out personal property affidavits to business owners. Compilation and data entry of personal property from affidavits and other sources. Discovery of business personal property. Billings and collections of personal property taxes.
2. Discovery of mobile home within the County: Listing of mobile home that are not affixed to real property and affixture of mobile homes that should be affixed to real property. Valuation of mobile homes through the appropriate appraisal process and listing on the tax roll. Billing and collection of personal property taxes on mobile homes that are not affixed.
3. Real Property: Help perform inspection, classification, evaluation and appraisal of real property. To include residential, commercial, agricultural and industrial property. Assist in gathering and assimilating data related to appraisal and re-appraisal of real property. Assist in the evaluation of sales ratio data, process land segregation and the creation of new parcels. Assist in the discovery of new construction. Assist in the development and update of all "Land Use Guidelines."
4. Recordation and documentation of data related to appraisal and reappraisal work: Take measurements, make sketches and maintain property files both manually and on computer. Use computer and programs available to catalogue information and values. Use computer and programs available to help develop the data base for use in the county geographic information system.
 - a. Process sales ratio study and green belt applications
5. Other related duties as assigned.

Minimum Qualifications:

1. Education and experience:
 - a. Graduation from high school
 - b. Two years of specialized training in appraisal field, real estate, business administration, computer science, or building construction trades from an accredited college, university, or technical school.
 - c. Two years practical experience with full-time professional employment with specific work related to the above fields.
 - d. An equivalent combination of education and experience
 - e. Must possess a valid Utah Drivers License
2. Required Knowledge, Skills and Abilities:
 - a. Trained in basic computer knowledge including Microsoft Office.
 - b. Have knowledge of terminology unique to the appraisal field and building construction field. Have knowledge of tax laws of the State of Utah as they relate to property tax and the taxing process.
 - c. Knowledge and basic ability of reading and understanding maps, plats, legal descriptions and blueprints. Using legal descriptions be able to locate properties on plat maps and in the field. Take measurements of structures and make a basic plot plan and layout for entry in the property data base system.
 - d. Ability to communicate effectively verbally and in writing. Capability to develop and maintain effective working relationship with the public, fellow employees and supervisors, Ability to follow written and verbal instructions. Ability to analyze the market place and make common sense judgements in relation to the above work.
 - e. Must have a working knowledge of basic business mathematics.

Special Qualifications:

1. Must possess a valid Utah Drivers License in good standing
2. Must be certified with the State of Utah with an appraisal license and the Department of Real Estate within 24 months of employment with San Juan County.

Working Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Work will be done in a typical office setting located in the San Juan County Courthouse. Frequent travel throughout the county and exposure to outside weather conditions. Tasks require a variety of physical activities with periodical standing, walking, stooping, sitting, reaching. Mental application utilizes memory of details, verbal instructions and emotional stability and discriminating thinking.

This description lists the major duties and requirements of the job and is not all inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to specific job-related knowledge and skills.

We are an equal opportunity employer and encourage women, minorities, and the disabled to apply.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provision of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above Job Description.

Date: _____