

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**CHIEF DEPUTY ASSESSOR**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform supervisory work associated with maintaining equity in real property appraisals for ad valorem taxation purposes. Duties and responsibilities include supervising staff, supervising appraisal/reappraisal activities, developing rates, preparing for and participating in hearings, inspecting and appraising real property (commercial, residential, and unique properties), resolving problems, preparing documentation and maintaining records, researching information, providing information and assistance, and performing other duties as assigned. Reports to Assessor.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates staff, processes employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals.

Supervises activities and operations of the appraisal department, to include appraisal and review of all residential, commercial, industrial, and rural real property, reviews of exempt property, and the reappraisal process.

Interprets and applies state and local laws pertaining to property appraisal and assessment.

Plans, organizes, implements, and controls departmental work activities; instructs employees on correct procedures and new laws; coordinates staff education and training activities; provides cross-training within the department.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with staff, assists with complex/problem situations, and provides technical expertise.

Assists in developing and implementing budget for assigned area; monitors expenditures to ensure compliance with approved budget.

Coordinates departmental activities with those of other departments.

Represents the Property Assessor at County Board of Equalization hearings and other official meetings/activities.

Attends all levels of State Board appeals and civil court appeals, through Supreme Court as needed; testifies in court concerning property values or other issues; prepares and defends county appraisals of real property at formal hearings; retains and communicates with attorneys concerning appeal hearings and related issues; coordinates hearing preparation activities; assists with lawsuits involving county property and with legal aspects of exemption appeals; investigates terms and conditions impacting sales prices of property comparative to subject property under appeal.

Prepares budget documentation for the division/department; assists in projecting and developing annual department budget; makes budgetary recommendations; prepares budget balance sheets; monitors expenditures to ensure compliance with approved budget.

Coordinates with attorneys of property owners to disseminate information, coordinate appeal dates, and ensure compliance with applicable laws/regulations.

Conducts appraisals of property as needed; conducts field reviews of real property; locates and identifies real property, referring to various maps, property indexes, directories, building permits, and other documents; measures property size, shape, and square footage; collects and records data relating to number of rooms, type of construction, age, building materials, terrain, appearance, property, improvements, demolished improvements, or other conditions effecting values; identifies various types of construction; measures and lists new construction; draws structures and makes photographic records; makes calculations and applies data to property appraisals; prepares detailed property records cards for use in calculating appraised values; calculates appraised value of improved and unimproved property.

Provides information and assistance to property owners, builders, installation specialists, surveyors, realtors, attorneys, mortgage companies, or other individuals regarding appraisal data, appraised values, property lines, ownership records, appeal rights, changes in laws or appraisal procedures, and related information; explains assessment laws to taxpayers; advises taxpayers of their rights to appeal to Board of Equalization.

Reviews various records and documentation in association with determining appraised values; verifies sales data; verifies ownership for proper classification of property; identifies other factors impacting value of existing properties, such as remodeling, new features, depreciation, lending rates/terms, sales/ratio analysis, commercial cost data, changes in classification, changes in use, zoning changes, changes in area code, cost schedule changes, or external forces such as noise, traffic, pollution, or other factors; takes such factors into consideration in determining appraised values.

Calculates appraised values of real property; calculates approximate amount of property taxes due; maintains equalization of comparative properties.

Prepares property appraisals for county commissioners and county attorney.

Conducts field inspections of property for problem resolution and to maintain equity; checks location of buildings following mapping splits; checks mapping lines to solve assessment problems and correct records.

Assists other county departments in locating and identifying county property; assists county school officials in locating land available for schools.

Performs research functions; researches legal records such as deeds, deeds of trust, leases, assessments, or other records; resolves discrepancies in information; identifies mapping and appraisal errors.

Calculates prorated property values; forwards documentation as appropriate.

Directs staff in distributing exemption applications; ensures compliance with State Board decisions.

Assists in processing greenbelt program applications; assists taxpayers with qualification information; calculates roll back tax information; forwards documentation as appropriate.

Reviews and approves refund requests for incorrect assessments.

Reads and interprets blueprints, floor plans, maps, plats, surveys, or other documents.

Prepares or completes various forms, reports, correspondence, notices, change orders, performance evaluations, or other documents.

Receives various forms, reports, correspondence, valuation guides, tax digests, depreciation tables, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

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Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other software programs.

Maintains official appraisal division records; supervises and maintains recordkeeping activities for County Board of Equalization.

Communicates with supervisor, employees, other departments, other jurisdictions county officials, property owners, local businesses, realtors, fee appraisers, title researchers, attorneys, accountants, tax consultants, builders, planning/codes officials, government agencies, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge and awareness of applicable laws and regulations; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates/maintains a county vehicle in performing field reviews or other work activities.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree; supplemented by three (3) to five (5) years previous experience and/or training that includes property appraisal, property assessment, construction cost estimation, residential/commercial real estate, architecture, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Valid Tennessee Certified General Appraiser, Tennessee Certified Assessor, and/or Certified Assessment Evaluator certification is preferred. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; ability to perform mathematical operations involving basic to moderately complex algebraic principles and formulas, and basic geometric principles and calculations; ability to utilize principles of basic probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS**

**Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, traffic hazards, bright/dim light, or animal bites/attacks.

**PHYSICAL DEMANDS ANALYSIS**

**1. STANDING AND WALKING**

**Tasks:** Residential property appraisal/audits  
**Surface:** Varies from established lawns to construction sites with many hazards  
**Estimated Total Hours:**   3.5   **Maximum Continuous Time:**   1.5  

**2. SITTING**

**Tasks:** Operation of Company Vehicle/Clerical work in office  
**Estimated Total Hours:**   4   **Maximum Continuous Time:**   1.5  

**3. LIFTING/CARRYING**

**Objects:** Lap Top computer, carrying case, files (11-25lbs.), camera, clipboard, tape measure, measuring wheel (<10 lbs)

<b>Weight</b>	<b>Hourly</b>	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>	<b>Never</b>
<b>&lt;10 lbs</b>	X				
<b>11-25 lbs</b>		X			
<b>26-50 lbs</b>				X	
<b>51-75 lbs</b>					X
<b>76-100 lbs</b>					X
<b>&gt;100 lbs</b>					X

**4. PUSHING/PULLING**

**Objects:** tape measure, measuring wheel  
**Height of hands above floor during push:** 3-4feet

**5. CLIMBING**

**Tasks:** accessing 2<sup>nd</sup> and 3<sup>rd</sup> floors (residential appraisal and audits)  
**Device:** Stairs  
**Height:** 10-12 feet per floor  
**Frequency:** daily

**6. BENDING/SQUATTING/KNEELING**

**Tasks:** Minimal  
**Frequency:** Minimal

**7. REACHING**

**Tasks:** retrieval of tools/equipment from right passenger seat and rear seat of county vehicle  
**Hands Used:** RIGHT X LEFT BOTH

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Right	2/day	2-4 sec	11-25 lbs
21-36"	Right/Back	4/day	N	1-2 lbs

**8. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>20</u> % of time
Outside	<u>80</u> % of time

**9. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping	X	
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**10. LIST TOOLS, EQUIPMENT AND MATERIALS USED:**

Desktop and laptop computer, HP calculator, Nextel mobile phone, county vehicle, digital camera, clipboard, tape measure, tape wheel, printer copier

**11. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Hourly

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date