

LINN COUNTY CLASSIFICATION

TITLE: SENIOR ASSESSMENT DEPUTY

NUMBER: 070

APPROVAL ORDER NUMBER: 2024-116

PAY RANGE: 17

DATE: MARCH 26, 2024

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as Office Manager for the Assessment & Tax Office. Directly assists the Assessor/Tax Collector in managing all aspects of the office and operation functions. Directly supervise clerical staff, financial (budget, accounting and fiscal management), personnel procedures and policies.

SUPERVISION RECEIVED: Work is performed under the direction of the Assessor/Tax Collector.

SUPERVISION EXERCISED: Full supervisory responsibility for Section Clerks assigned to the Assessment & Tax Office. Participates in the selection of new personnel, assigns duties, provides training, evaluates performance, schedules leave of absences, responds to grievances and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Manage the Assessment & Tax Office at the direction of the Assessor/Tax Collector. Participate in establishing new policies, procedures and organizational goals for the Clerical Division of the Assessment & Tax Office.
2. Assist in budget preparation, monitor monthly budget statements, prepare payroll data and invoices for payment, order supplies and equipment and maintain inventory.
3. Supervise, assign work, review performance and evaluate clerical staff. Participate in hiring, training, termination and discipline of staff. Maintain the office personnel files and prepare Personnel Action Forms.
4. Review and interpret Oregon Revised Statutes and Oregon Administrative Rules; determine impact of new legislation pertaining to Assessment and Taxation. Ensure implementation and compliance of all related statutes and administrative rules.
5. Process and calculate public utility values. Compute changes in codes and values for Urban Renewal.
6. Examine budgets from all taxing districts for the assessment and tax rolls; create and maintain new levies, bonds and urban renewal districts; prepare tax extensions for County and State. Prepare and oversee tax rates for County and joint districts and provide tax summaries for public use.

7. Coordinate working procedures with Tax Department for timeliness and efficiency and assist Assessment & Tax Office with telephone and counter work as needed.
8. Oversee the policies and procedures for exemption programs, manufactured homes and business personal property.
9. Work with Assessor/Tax Collector to coordinate clerical and data entry functions and needs of the Valuation Section with all other clerical work.
10. Manage new or existing technical systems as assigned including editing and maintaining the department's website.
11. Assumes all duties as Senior Tax Deputy when the Senior Tax Deputy is absent.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of Assessment & Taxation office. Ability to work with minimal supervision. Thorough knowledge of the laws, rules and regulations governing the assessment and taxation of real and personal property and the preparation and processing of taxing district budgets. Reasonable knowledge of bookkeeping principles and practices particularly as they relate to tax assessment records. Knowledge of budget preparation. Knowledge of modern office management procedures and equipment. Knowledge of deeds, mortgages, contracts, maps and other official records and documents pertinent to the operation of the Assessment & Tax Office. Ability to communicate effectively, both orally and in writing. Ability to assign, review and supervise the work of subordinates. Ability to plan, coordinate and maintain time schedules. Ability to make accurate mathematical calculations. Ability to establish and maintain an accurate and efficient recordkeeping system and maintain accurate records. Ability to operate standard office machinery. Ability to establish and maintain working relationships with employees, subordinates, supervisors, other government officials and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school; five years of progressively responsible experience in a large bookkeeping or accounting operation or in an office manager role with a minimum of three years' experience in an Assessor's Office. Any equivalent combination of experience, education and training which demonstrates the ability to perform the work described may be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.