

# WINNESHIEK COUNTY JOB DESCRIPTION

**Position:** Deputy Assessor / Appraiser      **Reports to:** Assessor

**Department:** Assessor

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## **GENERAL SUMMARY**

Under The general supervision of the county assessor, assists in office supervision and assesses real property for the County Assessor's office.

## **ESSENTIAL JOB DUTIES**

**The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Processes changes related to land transfers, splits, plats and legal descriptions in order to update tax list.

Researches and inspects residential, commercial, industrial and agricultural properties to gather data required for appraisals. Data research includes but is not limited to information on size, use, location, quality of construction, depreciation, cost, income and market approaches to value. Accompanies Board of Review to properties which need to be inspected.

Utilize ArcMap to assist in discovery, verification of lot dimensions, property use, and parcel improvements.

Calculates division of taxes, determining assessed and taxable values to which the tax rate will be levied to determine gross taxes.

Assists taxpayers in responding to questions regarding military exemptions, homestead tax credits, forest reserve, industrial exemptions, cattle facility exemption, wetland exemption, family farm tax credits, urban revitalization, and other property tax credits or exemptions; explains appropriate laws and policies regarding the assessment process; provides information to Realtors, bankers, appraisers and the public.

Provides answers to questions from property owners regarding assessment values and legal descriptions; informs realtors, independent appraisers and property owners of the location of property; researches errors and discrepancies in recorded instruments.

Prepares and mails assessment rolls to notify property owners of their assessments.

Utilizes the "Iowa Real Property Appraisals Manual" and related materials to arrive at accurate assessed values in appraising residential, commercial, industrial, and agricultural properties. Works with property owners and the public to explain basis for current assessments.

Establishes schedules, assigns work, provides training and instruction, assists with hiring, and oversees work being performed by other deputy assessors, appraisers, and other office staff.

Maintains consistency between maps and tax list.

Performs other duties as needed, such as performing Assessor's duties in his/her absence, assisting the board of review, and completing special projects as designated by the Assessor.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Individuals must possess the following knowledge's, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

Knowledge of the principles and procedures of real property appraisal and assessment, mapping and tax assessment.

Knowledge of county roads and landmarks.

Skill in dealing with people including hostile or uncooperative individuals.

Ability to communicate in written and oral form.

Ability to use tape measures and calculators.

Ability to maintain state certification by successfully completing continuing education courses.

## **ENTRY REQUIREMENTS-DUPUTY ASSESSOR**

Must have been tested and certified by the Iowa State Department of Revenue; the applicant's name must appear on the Iowa Director of Revenues list of eligible candidates for the position of county and/or city deputy assessor. The deputy assessor shall complete ninety hours of classroom instruction every six years of which at least sixty of the ninety hours are from courses requiring an examination upon conclusion of the course, the deputy assessor shall be certified by the director of revenue as being eligible to remain in the position.

High school diploma or G.E.D. equivalent, Successful completion of courses in assessment, real property appraisal, mapping, and Iowa Department of Revenue and Finance certification. Possession of a valid Iowa drivers license.

## **WORK ENVIRONMENT**

Work is performed outside and inside. Incumbent works while seated at desk, and travels to property throughout the county. Work includes exposure to extreme temperatures, humidity, and dust. Some amount of walking, kneeling, bending and other movements may be required.

**Winneshiek County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**