

*Code: 7330*

*Title: CHIEF DEPUTY ASSESSOR-UNCLASSIFIED*

**SUMMARY:** Assists in the administrative and supervisory work of planning, operation and management of the Office of the Assessor. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Assists the County Assessor in the over-all direction and coordination of the functions and activities of the Assessor's Office;

Participates in the development and implementation of standard appraisal methods and techniques;

Participates in the development of and interprets departmental policies procedures and rulings;

Provides assistance and guidance to division heads on complex problems;

Participates in the development and administration of the departmental budget;

Provides direction for general administrative activities such as personnel administration and purchasing;

Approves petitions for valuations and classification review for real estate and personal property;

Approves eligibility for personal property exemption application;

Provides direction to the auditing, motor vehicle and auto systems divisions;

Resolves questions and disagreements regarding the valuation of real estate and personal property;

Oversees the operation of branch offices;

Maintains records and prepares reports.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- appraisal methods and techniques;
- Arizona real and personal property and motor vehicle tax laws;
- theory and practices of property assessment;
- management concepts, principles and practices;
- data information systems;
- real estate terminology;
- personnel and purchasing policies.

Skill in:

- managing various operations and field activities and in directing subordinate supervision and staff;
- interpreting, explaining and applying laws, rules, policies and procedures;
- community assessment policies and practices to taxpayer, local officials and the general public;
- developing and administering a budget and directing administration support activities.

#### **DESIRED QUALIFICATIONS:**

Completion of college level course work (amount defined by the appointing authority) from an accredited college or university for a major in real estate or a closely related field as defined by the appointing authority and six years of professional appraisal experience, four years of which were in a supervisory or management capacity or an equivalent combination of training and experience.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/78  
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