



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

ASSISTANT ASSESSOR
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Assessor
LOCATION: Countywide
SALARY: Range 88 - \$7412 \$7775 \$8169 \$8569 \$9006.**
(The above monthly salary is paid over 26 pay periods annually)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid Administrative Leave – 24 hours per year. Paid holidays – 11 per year. Pursuant to Inyo County Code Section 2.80.055, this position is expected to be exempt from the County Merit System under an at-will employment contract between the County and the person filling the position. As such, the person filling this position may negotiate the salary and certain benefits.

CLASS CHARACTERISTICS: Incumbent in this class reports to the Assessor, directs the appraisal division of the Assessor's Office, and is involved in developing strategic, long-term plans for the Assessor's Office. Incumbent has responsibility for all appraisal activities within the Assessor's Office, including but not limited to performing appraisals, the supervision of the real and personal property appraisal staff, and to oversee the day-to-day operations of the appraisal division. The incumbent may act in the Assessor's absence.

ESSENTIAL JOB DUTIES: Plans, organizes, evaluates, selects, trains, assigns and directs the appraisal work; reviews the work of subordinates to ensure adherence to appraisal procedures; conducts field reviews and resolves differences of opinion between property owners and appraiser; reviews and analyzes legislation, case law, and other regulations which may impact the Assessor's Office; assists in preparing policies, procedures, and forms consistent with new laws and communicates changes to staff; conducts staff meetings; prepares a variety of written reports and correspondence as needed; represents the Assessor before the Assessment Appeals Board; assists in providing a variety of information to the public regarding property appraisal procedures, policies, and methods; answers the more technical questions regarding assessments; prepares reports required by state and federal law; other related duties as required by the Assessor.

EMPLOYMENT STANDARDS

Education/Experience: Requires equivalent to a Bachelor's degree with major coursework in accounting, business or public administration, economics, or a closely related field; plus two years of experience at the Senior Appraiser level.

Knowledge of: Theories, principles, and practice of the three basic appraisal methods; rural, residential, commercial, and industrial real property appraisal; property tax provisions of the State of California Constitution, Revenue and Taxation Code, the BOE, and other regulations pertaining to the assessment of real and personal property; principles, practices, and theories of appraising business and personal property, fixtures, and equipment; principles and techniques of supervision and management, personnel practices, policies, and procedures; Microsoft Word, Excel, Power Point, Outlook, Office, other computer applications as required to perform duties.

Skill in: Appraising, planning, prioritizing, assigning and evaluating the work of appraisal staff; conducting employee training and development; assembling and analyzing appraisal data and determining factors affecting the valuation of real and personal property; preparing complex and detailed written and verbal reports; arithmetical and statistical calculations, charting, describing, and sketching in connection with appraisal work; analyzing situations accurately and adopting the most effective course of action; performing administrative work including budgeting; establishing and maintaining effective work relationships with those contacted in the course of work.

Physical ability to: Must have ability to walk, stand, climb and descend stairs, while carrying up to 20 pounds; sit for prolonged periods of time using keyboard; ability to use telephone; drive a motor vehicle.

Special requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants. All items listed under Employment Standards may be used as criteria for the screening of applicants. Those meeting the greatest number of criteria will be considered the most highly qualified and may be called for an oral interview.

APPLICATION: **This recruitment will remain open until position is filled.** Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County applications form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached". Incomplete applications will not be processed. Must apply on Inyo County application form.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). **All positions are considered Countywide.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and or County Administration.