



Administrative and Assessment Analyst
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DEFINITION

Under general direction the Administrative and Assessment Analyst plans, organizes, and directs the office staff in the Assessor's Office. This class displays independent initiative towards all office administrative duties to include but is not limited to department budget development, department payroll processing, department travel coordination and department supply organization, and includes performance of difficult, complex or specialized assessment office support work. This class is also the responsible liaison between office technicians and the appraisal staff which includes receipt and transfer of information from other county departments to be used for assessment purposes, and performs related work as assigned.

ESSENTIAL JOB DUTIES

Duties may include, but are not limited to the following:

Plans, assigns, supervises, and reviews the work of employees engaged in the day-to-day office duties of the Assessor's Office.

Selects, trains, evaluates, and disciplines subordinate staff.

Discusses or interprets regulations, rules, policies and property tax laws to staff and the general public.

Retrieves and verifies all change in ownership documents from various sources.

Reviews all change in ownership documents for accurate legal descriptions and takes corrective action as needed.

Reviews each change in ownership document after entry to ensure proper appraisal status.

Verifies system completion of all assessment roll changes. Problem solves all system incomplete roll changes by way of adjusting system configuration and system program mapping.

Performs complex property services such as Property Lot Line Adjustments, Property Lot Splits and Property Lot Merges.

Coordinates and reviews the preparation of new and revised Assessor Parcel Maps.

Collaborates with outside vendor system personnel in the annual Business Property Statement system mapping and review as well as with multiple other system configuration issues.

Receives, processes, and tracks all Proposition L9 requests as mandated by CA BOE.

Generates, mails, receives, verifies and approves all institutional property tax exemptions within the county.

Participates in the development and administration of the assigned budget including preparing budget requests and controlling expenditures.

Prepares and updates office operation policy manuals.

Creates and maintains office personnel files.

Prepares payroll, keeps time records and work log.

Processes travel reimbursements for staff.

Maintains the department web page.

Performs difficult, technical, complex, or specialized work, requiring considerable contact with individuals both inside and outside the County.

Acts as an information source to the public regarding property appraisal information.

Plans, schedules and assigns assessment support work in the performance and completion of assessment rolls such as searching a variety of recorded documents, including property rolls, to determine changes in ownerships, transfer of properties, and boundary discrepancies.

Answers inquiries, provides information and resolves complaints from the public or County employees regarding titles, deeds, legal descriptions, and reassessment rules and provisions.

Performs complex and technical assessment support work which may require the review of a variety of reports and records, transfers of ownership, exemption claim forms, supplemental roll assessments, appraisal, and assessment related data.

Performs related work as assigned.

Generates for review CA BOE required reports such as the 801 and 802 report, the Budget and Salary report, and the Homeowners Exemptions/MCL Propositions report, and all other exemptions and exclusions reports.

EMPLOYMENT STANDARDS

Education and Experience:

Administrative and Assessment Analyst:

Graduation from high school or possession of a General Education Development (GED) Certificate indicating high school graduation or equivalent.

AND EITHER PATH 1 OR PATH 2:

PATH 1 - Two (2) years of experience in a county system performing duties comparable to the Administrative Analyst class; with experience in a County Assessor's office preferred.

PATH 2 - Four (4) years of experience performing a broad range of professional, analytical and/or administrative duties in the areas of general administration, fiscal, staff development, or program analysis work. Supervisory and County Assessor's office experience is desirable; -And- A bachelor's degree from an accredited college or university. Note: Additional years of the required experience can substitute for up to two years of the required education on a year-for-year basis

Senior Administrative and Assessment Analyst:

The qualifications of the Administrative and Assessment Analyst AND CA Board of Equalization Assessment Analyst Certification.

Knowledge of:

Supervisory principles and practices, including work planning, scheduling, review and evaluation and employee training and discipline.

State revenue and taxation laws governing the preparation of the assessment and supplemental assessment rolls.

Applicable laws, ordinances, and regulations.

Policies, procedures, and terminology related to the department or function to which assigned. . Procedures and methods involved in the preparation and maintenance of the assessment and supplemental assessment rolls.

Office administrative practices and procedures including records management practices and procedures, indexing and cross-referencing.

Correct oral and written business English usage.

Principles of budget development and analysis and basic business arithmetic, including percentages and decimals.

Ability to:

Plan, assign, supervise, review, and evaluate the work of others.

Organizing and prioritizing work, meeting critical time deadlines, and following up on assignments with a minimum of supervision.

Analyze and resolve a variety of assessment office administrative problems.

Organize, research, and maintain office files.

Prepare reports as required.

Use initiative and sound independent judgment within established guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Read and interpret maps and property descriptions.

Accurately interpreting legal documents pertaining to property appraisal such as legal property descriptions.

Train others in work procedures.

Interpret, apply, and explain policies and procedures.

Perform complex and difficult assessment office support work.

Operate a variety of general office equipment including but not limited to, computers, printers, copiers, etc.

Composing correspondence independently or from brief instructions.

Environment:

Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.

Physical:

Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction. Frequent sitting, walking, use of both legs; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, reaching, ability to grasp and hold; lifting, carrying, or pushing objects that weigh up to 15 lbs. Occasional climbing and bending. infrequent running, lifting, carrying, or pushing objects that weigh more than 15 lbs.