



Deputy Assessor Personal Property

Job Description

Exempt: No

Safety Sensitive: No

Department: Assessor

Reports To: Not indicated

Location: Not indicated

GENERAL DESCRIPTION OF POSITION

Update personal property assessments, assist property owners with acquiring paperwork necessary for licensing, problem resolution, and records research per requests for public information. Educating residents about the assessment procedure and deadlines is another very important aspect of the job. All staff is expected to communicate efficiently with the public in person, by phone, and by email. The deadline to assess is May 31st, any assessments after the deadline will be assessed a 10% late penalty unless it is a new purchase or for a new resident to the state, in which case it will be a listing. There are currently 52,000 active personal property accounts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Update personal property assessments for residents. The assessment requests can be in person, by phone, online, or by email. All information currently entered on the assessment is verified with the resident and

None.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and

NOTICE OF JOB OPENING FORM

Supervising elected official: Krissy Lewis

Fund Number: 1805

Department: 0105

Budget Line Item: 1002

Rate of pay: 17⁵⁰

Working hours: 29 hrs week

Job Title: Deputy Assessor Personal Property

Job Description: update personal property assessments, answer phones, greet customers, problem resolutions, handling assessment processes by fax, email, phone and in person, filing and scanning, cross training to also work in other departments in the office such as Real estate.

Essential job functions: computer skills a must/phone & fax and effective communication with the public in a high traffic office- ability to calculate figures & amounts for debits and credits are a must. great attention to detail is a must- accuracy is very important - some excel experience is helpful.

Minimum requirements

Education: high school diploma or equivalent

Experience: 2 yr. office experience in similar setting

Skills and knowledge: be familiar with office setting with multiple departments and how they work- be able to work well with others.

Other requirements:

Position posting date: Aug 4th, 2026

Position closing date: Aug 18th, 2026

Signature of supervising elected official: Krissy Lewis Date: Aug 4, 2026