

Office of Human Resources



JOB DESCRIPTION

Job Title:	Director of Tax Assessment/Chief Assessor	Paygrade:	80A
Department:	Tax Assessment	Date Original:	
Reports to:	Commissioners	Date Revised:	6/28/21, 08/12/21, 07/24, 6/25
Supervises:	Tax Assessment Staff	FLSA Status:	Exempt: X Non-Exempt:

BASIC FUNCTIONS: This is technical work on the management level assessing real property for taxation purposes on a county-wide basis. An employee in this class supervises and reviews the work of the County Appraisers. The emphasis of the work is on equitable assessment of real property and efficient utilization of staff. Work is performed in accordance with Commonwealth statutes and requires contact with the public, work associates, and others.

NATURE AND SCOPE: The Director of Tax Assessment/Chief Assessor for Tax Assessment work is performed with little supervision and is governed by provisions of the Commonwealth. Assignments are carried out in accordance with general work instructions, established practices and procedures, and any applicable legal standards or regulations.

MINIMUM QUALIFICATIONS: High School diploma or equivalent and possess a current CPE License. In addition, to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HUMAN RELATIONS SKILLS: The Director of Tax Assessment/Chief Assessor for Tax Assessment must demonstrate the ability to represent the department in a courteous and professional manner when dealing with the general public, elected officials, department heads, and co-workers. Must be articulate and able to communicate effectively in a positive manner via the telephone, internet, and in person with various levels of personnel and the general public.

REQUIREMENTS:

1. Must have knowledge of fire, safety, evacuation, and emergency procedures.
2. Must have knowledge of and apply departmental and facility policies and procedures.
3. Must demonstrate the ability to perform routine duties of the department.
4. Must have knowledge of basic computer software.
5. Must possess the ability to interact with co-workers and the general public in a courteous professional manner.
6. Thorough knowledge of the principles, methods, and techniques of real property evaluation for tax assessment purposes.

7. Considerable knowledge of building construction and renovation techniques and practices and related market costs, knowledge of the County's geography and of the real market values throughout the county. Knowledge of the legal requirements affecting real property assessment under Pennsylvania law.
8. Knowledge of office management and supervisory practices and procedures.
9. Ability to appraise buildings and properties and determine their fair market and values.
10. Must have the ability to make arithmetic computations accurately, prepare written reports, and maintain records.
11. Must be able to plan, assign, and review the work of a staff of technical and clerical personnel.
12. Must be able to explain assessment and appraisal procedures and to work effectively with taxpayers, associates, and others.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified CPE is required.

If a person possesses a real estate license, it must be placed in escrow during employment as a Director of Assessment/Chief Assessor for Tax Assessment with the County.

The cost of state-mandated continuing education will be assumed by the County.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages the Assessment Office to include assigning and reviewing staff and clerical work assignments; establishes or revises staff and clerical work procedures and operations.
2. Supervises and reviews the work of the assessor, reviews reports, checks and verifies appraisal tabulations for fair market and an assessed value of property; as needed, conducts personal inspection of the property.
3. Attends Board of Assessment appeal hearings; explains to appellant appraisal process; attends all court actions on assessment appeals; testifies when required.
4. Plans, directs, and reviews the work of a clerical staff engaged in updating and maintaining office records.
5. Must adhere to the County's Absentee and Tardiness Policy, requiring regular attendance and punctual reporting to work.
6. Performs other related duties as assigned.
7. Other duties may be assigned.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.