

# Assistant Assessor

Open Until Filled, First Review: December 8, 2020

\$6,179 - \$7,914 per month

## COUNTY OF COLUSA

Open to the Public

### APPLICATION PROCESS

Applications may be obtained from  
and returned to:

Human Resources Department  
250 5th Street  
Colusa, CA 95932  
Phone: 530-458-0420

Scanned, completed application  
packets may be emailed to:  
[ccpersonnel@countyofcolusa.org](mailto:ccpersonnel@countyofcolusa.org)

Download application:  
[www.countyofcolusa.org](http://www.countyofcolusa.org)

### REQUIRED APPLICATION MATERIALS

A complete application packet  
will include:

- A signed completed standard Colusa County Application REV.111317
- Cover Letter
- Resume
- Copy of any applicable certificates

Submitting an incomplete packet may result in the disqualification of your application.

The applications will be used to select the best-qualified applicants to participate in the selection process. A written examination may be administered to those candidates meeting the minimum qualifications. A qualifications appraisal interview will be used to assess the candidate's knowledge, skills and training experience. The top applicants will be ranked on a hiring list. The Assessor will make the final selection and appointment.



### ABOUT THE POSITION

The Assistant Assessor assists in the planning, administration, organization, and coordination of all activities within the County Assessor's Office; coordinates assigned activities with other divisions, outside agencies and the general public; and provides highly responsible and complex staff assistance to the Assessor. There is one position available in the Assessor's Office.

### SALARY

\$6,179 - \$7,914 per month, plus benefits

*The hiring salary range indicated above has six steps with approximately 5% between each step. New employees normally start at step one and after satisfactory performance during a 12-month probationary period, advance to the second step. Thereafter, annual merit step increases are based upon satisfactory performance. Steps 7-15 are additional merit steps (eligibility every two years) with approximately 2.5% between each step.*

### MINIMUM REQUIREMENTS

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, real estate and land management, or a related field
- Five years of increasingly responsible experience in appraisal work for tax assessment purposes including two years of administrative and supervisory responsibility
- Possession of a valid advanced certificate as an Appraiser issued by the California Board of Equalization
- Possession of or ability to obtain, a valid California driver's license

The successful applicant will be required to provide an official Driving Record printout and college transcripts verifying degree or equivalency upon acceptance of job offer.

### RESPONSIBILITIES AND DUTIES

*Important responsibilities and duties may include, but are not limited to, the following:*

Coordinate the organization, staffing, and operational activities for Assessor's Office.

Participate in the development and implementation of goals, objectives, policies, and priorities for County Assessor's Office; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for Assessor's Office; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Identify opportunities for improving service delivery methods and procedures; review with

appropriate management staff; implement improvements.

Participate in the development and administration of the program budget; forecast additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate assigned activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Assessor; prepare and present staff reports and other necessary correspondence.

Plan, prioritize, assign, supervise and review the work of staff involved in the appraisal of property; assist staff with difficult appraisals.

Examine and audit accounting records, financial statements and other relevant records of major commercial, industrial and agricultural business.

Appraise the most complex commercial, industrial, large rural, residential, and other unusual properties in which the appraisal involves unique or difficult problems.

Conduct field investigations and analyze economic and cost data in difficult commercial, rural, residential or agri-business appraisals.

Inspect and appraise all personal property and fixtures to determine market value.

Inspect, measure and classify structures to determine values; inspect land and improvement changes to determine effect on value.

Calculate replacement costs, obsolescence, construction costs, resale value and other pertinent factors by obtaining information through interviews with owners, contractors, real estate agents, and others.

Combine various elements affecting land values and exercise judgment in arriving at equitable and consistent property value conclusions.

Interpret laws affecting the assessment of property values and develop departmental procedures to ensure compliance with statutory requirements.

Prepare verbal and written reports; edit reports of staff; make recommendations based on investigations.

Prepare cases for presentation and defend appraisals before local and State Assessment Appeals Boards.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees.

Explain appraisal procedures and policies to the public; confer with property owners to discuss appraisals; serve as intermediary to reconcile grievances from the general public.

Assist in the coordination of assessment activities with other County departments, divisions and outside agencies.

Act for the Assessor as required.

Perform related duties and responsibilities as required.

#### **BENEFITS**

CalPERS retirement plan, either 3 @ 60 for Classic, or 2 @ 62; deferred compensation plans available with monthly matching employer contributions; paid holiday, vacation and sick leave; Health Reimbursement Arrangement account; paid health insurance, life insurance, dental insurance and vision insurance for employee. If employee elects not to enroll in County insurance and can provide proof of other group health insurance coverage, they may be eligible for a \$300 monthly cash in-lieu benefit. This position is part of the Colusa County Management Coalition (CCMC), Management Unit.

**THIS POSITION IS OPEN UNTIL FILLED WITH A FIRST REVIEW DATE OF: DECEMBER 8, 2020.** It is to your advantage to submit an application as soon as possible, as the recruitment may close at any time following the review date. Resumes are required and may not be substituted for any part of the official application. Application forms must be filled out completely and show clearly that all minimum requirements are met. Faxed applications will not be accepted. Meeting the announced requirements does not guarantee selection in the examination process.

Note: The information contained in this flyer is general in nature and does not constitute an expressed or implied contract. Colusa County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment. Colusa County participates in E-Verify. To view the *Notice of E-Verify Participation* and the *Right to Work* posters, please visit the Employment Opportunities section of the Colusa County website.

Retirees: Colusa County invites all qualified candidates to apply for positions; however, pursuant to Government Code Section 21221 (h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

**COLUSA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**