

## Champaign County Job Description

**Job Title:** Assistant Deputy/Appraiser  
**Department:** Supervisor of Assessments  
**Reports To:** Supervisor of Assessments  
**FLSA Status:** Exempt  
**Grade Range:** I  
**Prepared Date:** November, 2016

**SUMMARY** Assists the Supervisor of Assessments in carrying out administrative, fiscal and clerical functions of the department. Oversees the department in the absence of the Assistant Deputy/Sales Analyst and the Supervisor of Assessments' absence. Develops appraisals of residential and commercial properties utilizing complex property appraisal techniques and statistical analysis.

**PRIMARY DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Develops appraisals utilizing complex property appraisal techniques and utilizes statistical analysis to promote uniformity of assessments throughout the County. Processes all CAMA work and projects. Prepares complex individual and mass appraisals to determine estimates of fair market property values. Uses data such as incorporating cost, market and income approaches to property valuation.

Determines uniformity of assessments by using the generation and integration of statistical studies.

Develops cost and remaining economic life tables from mass appraisals and statistical studies in the process of updating values in real property appraisal manuals for use by 18 township and multi-township assessors who are under administrative direction of the Supervisor of Assessments.

Reviews and develops appraisals using a variety of statistical data including economic life tables as a supplement to the Illinois Department of Revenue's Property Appraisal Manual. Utilizes Marshall and Swift in assessing complex commercial properties.

Assists the township and multi-township assessors with the Quadrennial viewing of all County property and the implementation of major reassessment projects. Assists in planning, coordinating and providing technical assistance to the assessment jurisdictions. Trains township assessors in the technical aspects of their duties.

Advises and assists township officials on the implementation of computer-assisted valuation record conversions. Maintains contact with township assessors in order to promote accurate, uniform assessments.

Prepares analyses of the market validity of assessment appeals and assists Board of Review in

researching problem assessments. Develops leasehold values at the request of the Board of Review.

Works with a variety of software programs by entering data. Creates and generates statistical reports and studies on the computer and assists in area reassessments.

Gathers data for and prepares County tentative and final abstract used as documentation for equalization.

Assists in developing and directing departmental policies and interprets decisions for subordinates. Prepares departmental payroll at the request of the Supervisor of Assessments.

Analyses and performs sales ratio analysis for recommendations to township assessors, calculation of three-year median level of assessments by property class and township equalization factors.

Assists in answering office correspondence, correcting tax bills through certificates of error, authorizing mapping changes, corrections, and assigning/deleting county tax numbers, identifying farmland soil types, updating farmland assessments, determines the proper land use and assigning of values.

Assists property owners to resolve complaints and answers questions regarding taxes and appraisal values.

**SUPERVISORY RESPONSIBILITIES** Supervises 5 to 7 employees in the absence of Assistant Deputy/Sales Analyst. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include assistance in interviewing, recommendations for hire, and training employees; planning, assigning, and directing work; appraising performance; recommending rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** 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.

**EDUCATION and/or EXPERIENCE** Bachelor's degree from a four-year college or university or equivalent; or three to five years of responsible administrative and supervisory experience in the assessment field. Should also have above average knowledge in assessment procedure and tax cycles, plus knowledge of the laws and regulations pertaining to property assessment.

**LANGUAGE SKILLS** Ability to read and interpret documents such as deeds, maps and policy and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees and to meet with the general public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio,

and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS** Designation as a Certified Illinois Assessing Officer is desirable.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; reach with hands and arms; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually quiet to moderate.