

COUNTY OF SOLANO
CLASS SPECIFICATION
ASSISTANT ASSESSOR/RECORDER

CLASS SUMMARY:

Under administrative direction, plans and directs the internal operations of the Assessor/Recorder Department; serves as a member of the department's management team. Administers department operations in property assessment, custodian of official records, recording real property documents for the County, Vital Statistics management and automated information system activities for the Department. Assists the Assessor/Recorder in developing departmental goals and policies, planning and organizing the work of the department, and managing the department's fiscal affairs.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Assessor/Recorder** by the latter's overall responsibility to plan, organize and direct the Assessor/Recorder's Department.
- **Chief Appraiser** which has the responsibility for planning, organizing and directing the operation of the Assessor/Recorder's Valuation Division.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by Assessor/Recorder.
- Exercises supervision over the Chief Appraiser, Recording Operations Manager Clerical Operations Manager and Office Coordinator.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities, specific position assignments will vary depending on the needs of the department.

- Exercises management authority for assigned services and activities of the Assessor/Recorder's office and performs managerial responsibilities such as:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - coordinating preparation of the departmental budget; analyzing staffing and expenditure requests; reviewing requests for additional programs and services; formulating, justifying and presenting the budget; monitoring budget expenditures;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate;
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service;
 - coordinating and monitoring the work of consultants and contractors by reviewing the performance and quality of work to ensure compliance with the applicable contract and by reviewing and approving claims for payments to ensure conformance with contract provisions and to prevent cost overruns;
 - planning, organizing and directing the operations of the Assessor/Recorder's office to

- ensure delivery of mandated and other services in compliance with local, state and federal regulations, legislation and policies;
- assisting the Assessor/Recorder in the formulation of departmental goals and objectives; evaluating operational performance; reviewing work methods and inter/intradepartmental procedures to ensure effective work flow;
- meeting with and/or addresses taxpayers, civic groups, the Board of Supervisors and other interested parties regarding policies, procedures and laws affecting property assessment for tax purposes and document recording;
- may conduct special studies, convene committees and act on behalf of the Assessor/Recorder in their absence.
- Performs supervisory duties to direct reports and to others through subordinate supervisors such as:
 - establishing standards for acceptable work products and evaluating performance;
 - assisting in the selection, training, placement and evaluation of departmental personnel;
 - reviewing, approving and implementing disciplinary actions and terminations;
 - assigning work, planning and scheduling staff's work activities and deadlines;
 - reviewing work and recognizing employees' work efforts and accomplishments;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained;
 - reviewing and approving timesheets and requests for leave; and
 - supporting and ensuring compliance with County and Department policies and procedures including those related to equal opportunity and to safety
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, Finance or closely related field.

AND

- **Experience:** Four years of management and supervisory experience in a California Assessor and/or California Recorder's Department which included fiscal administrative and/or analytical work which must have included major program planning, budgeting and supervision.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Temporary Appraiser Certification: A temporary Appraiser's certificate issued by the California State Board of Equalization must be obtained by an employee in this class within the first month of employment.
- Permanent Appraiser Certification: A permanent Appraiser's certificate issued by the California State Board Equalization must be obtained by an employee in this class within the first year of employment.
- Possession of a valid California Class C driver's license.

Note: All licenses, certificates and registrations must be kept current while employed in this class. This may include the completion of continuing education units to maintain the required registration in good standing. Employees must keep their licenses, certifications and registrations current and failure to do so may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of real and personal property evaluation; laws, rules and regulations governing real and personal property assessment, assessment practices and standards.
- Organizational and operational methods of a County Recorder's office; laws and regulations governing recordation of documents affecting land title.
- Principles and practices of management, budgeting and personnel administration.
- Principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.

Skills and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Plan, assign and direct the activities of a large technical and clerical staff engaged in assessment and recording activities;
- Direct a varied recordation, tax assessment and administrative program;
- Supervise the development of effective recordation and evaluation techniques and equalization methods;
- Prepare and administer a departmental budget; analyze reports and recognize various factors affecting assessment values and the County assessment programs and recording;
- Present facts clearly and concisely, orally or in writing; establish and maintain effective public relations; make effective public presentations regarding work of the department.

- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Employees in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** This class typically requires to perform the following; exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** This class typically requires the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. This class requires employees to have depth perception in order to operate a motor vehicle.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting
- **Traffic Hazards:** Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- **Disruptive/Confrontational Human Contacts:** Employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of

Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.

- Incumbents must comply with Section 8500 et seq. of the California Government Code relating to financial disclosure.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.

Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Director of Human Resources

- Established: 9/2002
- Revised: 6/20/2003, 1/23/2018, 3/2/2018