

City and Borough Sitka, Alaska

Class Specification

Class Title	Assessor
Class Code Number	2170
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	33
Effective Date	September 2010

General Statement of Duties

Manages and performs the appraisal and assessment functions of the City and Borough; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to plan, organize and direct the appraisal and assessment functions. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of the Property Tax Specialist. In the absence of the Property Tax Specialist, an employee in this class may temporarily assume full responsibility for duties of the Property Tax Specialist. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, contractors, agencies and other taxing jurisdictions and the public. The principal duties of this class are performed in a general office work environment and an outdoor environment that may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Plans, organizes and directs all necessary activities to accomplish field and office appraisals of real and personal property, property assessment and notification to taxpayers of assessed values;
- Measures and inspects real property, observes construction, building and land data and photographs real property;
- Analyzes and adjusts cost basis manuals and applies cost basis data to appraised properties;
- Collects and confirms sales comparison data and applies sales comparison data to appraised properties;
- Certifies the tax roll and notifies taxpayers of assessed values of property;
- Performs re-inspections as necessary;
- Oversees the preparation of real and personal property tax declaration mailings;
- Reviews and audits personal and business property declarations;
- Performs tideland lease price determination;
- Compiles appraisal and assessment data for the Board of Equalization;
- Testifies before the Board of Equalization as necessary;

- Directs the answering of citizen, agency and other jurisdiction inquiries regarding property description, property ownership, assessments and assessment policies and procedures;
- Performs ratio studies and statistical justification for quality control;
- Develops and maintains departmental budget;
- Oversees the preparation of all required state reports;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of the principles and practices of real and personal property appraisals;
- Comprehensive knowledge of tax assessment practices and policies;
- Thorough knowledge of legal land description platting and mapping techniques;
- Ability to gather analyze and maintain accurate real and personal property data;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a ten key calculator appropriate to assigned duties;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Business Administration, Economics or related field;
- Considerable experience in real and personal property appraisal, customer service and supervision;
or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska.
- Certification as an Alaska Certified Assessor/Appraiser within eighteen (18) months of initial employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with citizens and other employees both over the telephone and in person;
 - Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect and evaluate real and personal property and to produce and review a wide variety of written reports and other materials in both hard copy and electronic form;
 - Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to perform real and personal property measurement and inspection and to operate a computer keyboard;
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to monitor and supervise department operations, to visit and inspect facilities and construction sites in all weather conditions and to attend meetings at various locations.
- • • END • • •