

Classification Title: Deputy Revenue Assessor

FLSA Status: Exempt

BRIEF DESCRIPTION: Performs difficult professional, technical and administrative work while planning and directing the listing and assessing of real property for tax purposes under the general direction of the Revenue Director. Develops, implements and monitors programs and business processes to list and appraise all residential and commercial real property in Wake County. Hires, trains and manages subordinate managers and staff. Substitutes for the Revenue Director in his or her absence.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Oversees, directs and manages the general reappraisal process, plans and directs personnel matters and exercises independent judgment and initiative in executing details of work. Analyzes real property market data in the development of defensible base land values, adjustment factors, and cost schedules for improved property. Responsible for the development and maintenance of the Wake County Schedule of Values, Standards and Rules and the organization and completion of the revaluation process. Trains appraisal staff on the use of the Schedules used in the revaluation process. Manages the annual Board of Equalization and Review hearings process. Assists in the development and management of the revaluation budget.
2	M	Ensures that all building permits issued annually are assigned to and worked by appraisal staff. Maintains the sales database and supervises the collection and analysis of information on sales of real property, construction costs, income and expense information for various types of commercial properties and all other factors affecting the values of real estate in order to assist in determining economic factors and trends within the county. Keeps abreast of legislative changes and court decisions in tax assessment, appraisal and related areas and recommends adjustments and changes to methods and procedures as appropriate. Assists in the development and management of the departmental operating budget.
3	M	Responsible for hiring, training, monitoring and any required disciplinary actions of all real property support staff including three direct report Appraisal / Collection Managers.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Business, Accounting or related field.
Experience	Six years' experience as an Assessor, Deputy Assessor, or Appraisal Manager
Equivalent Education &	Yes
Certification and Other Requirements	Certified Real Property Appraiser II - NC Department of Revenue within one year of employment and Valid Driver's License and "safe" driving records
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for County-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions in regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORKAIDS:

Fielding measure devices, all computer and phone systems and peripherals currently used in the Revenue Department.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.