

Mifflin County Position Description

Position Title: Deputy Chief Assessor

Department: Tax Services

Date: March 16, 2023

Paygrade 9 (\$19.13/hr)

Reports to: Director of Tax Services

Purpose of Position

The purpose of this position is to assist the Chief Assessor with assessment operations and functions in the Tax Services department and also perform field inspections of real estate.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

Assists in the supervision of work performed by Field Assessor as well as various vendors and other duties as requested by the Director.

Maintains files for the Clean and Green Program, including but not limited to, processing of all applications and calculation of roll-back taxes.

Maintains files and processes applications for Homestead/Farmstead Exclusion program.

Provides information and problem-solving assistance to property owners, taxpayers, appellants, attorneys, Realtors and others regarding property and other taxes and assessment matters.

Calculates, collects and records tax claim payments.

Reviews work of Assessment staff to ensure that standards are maintained and, instructs staff in procedures when necessary.

Attends and/or conducts tax appeal hearings.

Performs on-site real estate assessment fieldwork.

Receives requests for exonerations from tax collectors and prepares necessary paperwork to complete the request.

Have knowledge of other services that this office supplies so as to answer questions and / or direct customer to the appropriate Staff person that can answer the questions.

Participates in various meetings and seminars with commissioners, consultants, solicitors, tax collectors, taxpayers and other assessors. Maintains accreditation and continuing education with the North Central Assessor's Association and the Assessor's Association of Pennsylvania

Minimum Training and Experience Required to Perform Essential Job Functions

County will provide training in order to obtain a license from the State Board of Appraisal as a Certified Pennsylvania Evaluator. High school graduate. Proficient in word processing, general data entry software and knowledge of software necessary to function in the assessment office.

Physical Requirements

Ability to operate motor vehicle and walk rough terrain.

Ability to operate a variety of office equipment including computer, calculator, typewriter, telephone, etc.

Mathematical Ability

Ability to use Computer Aided Design software to prepare residential drawing, digital camera and imaging systems.

Ability to, accurately, count large sums of cash in different denominations

Ability to add, subtract, multiply, divide, calculate decimals, percentages and ratios; knowledge of basic principles of algebra and geometry.

Language Ability and Interpersonal Communication

Ability to comprehend and interpret a variety of documents valuation service manuals, appeal forms and appraisals both residential and commercial.

Ability to use prescribed formats and conforming to all rules of procedure, punctuation, grammar diction and style.

Must possess excellent interpersonal and communications skills and demonstrate insight, intelligence and problem-solving abilities with the general public, property owners, attorneys, realtors.

Environmental Adaptability

Ability to perform outdoor work year-round and in a variety of environments and terrains including construction and industrial sites, mountain and farm land, flood and other disaster areas.

Ability to work effectively in an office, computer and Internet environment.

Mifflin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.