

Champaign County Job Description

Job Title: Supervisor of Assessments

Department: Supervisor of Assessments

Reports to: County Board

FLSA Status: Exempt - Appointed Position

Grade Range: L

Prepared Date: August, 2009

SUMMARY Directs activities related to determining real property assessments within the County in order to provide a tax base for property taxes. Responsible for timely completion of the assessment process and the uniformity of assessments through the County.

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

Responsible for issuing certificates of error, publishing property assessments and sending notices of assessment to taxpayers.

Ensures the accuracy and uniformity of assessments within the County through the collection and analysis of departmental and assessment jurisdictional data.

Directs the daily operations of the Assessor' office through the assignment and review of work by subordinate staff.

Ensures the accuracy of County assessment records through the compilation and recording of the data affecting real property assessments and property tax payments which will achieve a state equalization factor or 1.00, avoiding taxpayer lawsuits.

Compiles and updates assessments of real property, including recorded deeds, plats and surveys from the Recorder's office. Records address change requests and directives from the Illinois Department of Revenue.

Ensures that data on property sales and market values is compiled and analyzed. Ensures that initial certified assessments from the thirty township assessments jurisdictions are complete and timely. Ensures that homestead and senior citizen homeowner's exemptions are current and correctly applied.

Assures that the Assessor's office provides required instruction and appraisal assistance to the nineteen township and multi-township assessors through meetings and periodic classes. Provides for the provision of statistical study data and individual property appraisals.

Assists the County Board of Review and serves as clerk of the Board by law. Ensures that all Review Board actions, decisions, notices, publications, complaints and other work is processed correctly in accordance with statutory requirements.

Assures that County tax maps are correctly prepared, maintained and updated. Directs the management of office records including hard copy and computer records. Assures that all records are accurate and accessible to the public.

Reviews new legislation affecting County assessments and implements new policies and procedures. Provides data to state officials and the general public as required. Confers with taxpayers and attorneys regarding property tax issues and procedures.

Supervises or conducts special studies for the County Board and the Illinois Department of Revenue as directed.

SUPERVISORY RESPONSIBILITIES Directly supervises 8 to 11 employees in the department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Should have a comprehensive knowledge of the Revenue Act of 1933 as amended; extensive knowledge of the principles, practices and procedures of real property appraisal, at least two years of appraisal, property sales and assessing experience and some supervisory experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret specific real estate data such as property and building sizes and use, professional journals, technical procedures, legislative information or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, employees and the general public.

MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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

CERTIFICATES, LICENSES, REGISTRATIONS Must have successfully completed the Supervisor of Assessments examination administered by the Illinois Department of Revenue and an Illinois Assessing Officers certificate or an appraisal designation through the American Institute of Real Estate Appraisers, Society of Real Estate Appraisers or International Association of Assessing Officers.

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 stand and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 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.