

Champaign County Job Description

Job Title: Assistant Deputy/Sales Analyst

Department: Supervisor of Assessments

Reports to: Supervisor of Assessments

FLSA Status: Exempt

Grade Range: I

Prepared Date: November, 2016

SUMMARY Assists the Supervisor of Assessments in carrying out administrative, fiscal and clerical functions of the department. Oversees the department in the Supervisor of Assessments' absence. Edits all sales declarations, performs sales ratio analysis and insures the completion of County Abstracts. Processes abstracts and other statistical assessment reports and coordinates and distributes work assignments to clerical staff.

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

Edits and researches statistical studies involving all County sales declarations. Responsible for coordinating and tracking of declarations for the "Real Estate Declaration" (RED) program.

Analyzes and performs sales ratio analysis for recommendations to township assessors, calculation of three-year median level of assessments by property class and township equalization factors.

Plans, assigns and reviews the work of the clerical staff responsible for maintaining tax maps, property record cards, exemptions, exemption certificates and current lists of property owners. Supervises divisions of property, combinations, new subdivisions, all tax map changes ensuring the accuracy of the system.

Works with a variety of software programs by entering data. Creates and generates statistical reports and studies on the computer and assists in area reassessments.

Responsible for semi-annual balance of 30 township assessment books to reflect all changes made by assessors and Board of Review.

Performs bookkeeping tasks for the department by monitoring inventory, ordering, preparing requisitions, approving invoices for payment and maintaining records of purchases. Deposits monies received for copies of records requested through Freedom of Information.

Responsible for the coordination of large mailings which includes exemption mailings, assessor notices and Board of Review notices. Prepares publication listings for area newspapers. Collects postage due from outside agencies.

Responsible for care and keeping of records by statute.

Gathers data for and prepares County tentative and final abstract used as documentation for equalization.

Assists in developing and directing departmental policies and interprets decisions for subordinates. Prepares departmental payroll in the absence of supervisor.

Participates in departmental budget preparation, monitors expenditures for budgetary compliance. Serves as liaison to other County departments and state agencies as necessary.

Assists in answering office correspondence, correcting tax bills through certificates of error, authorizing mapping changes, corrections, and assigning/deleting county tax numbers, identifying farmland soil types, updating farmland assessments, determines the proper land use and assigning of values.

Assists property owners to resolve complaints and answers questions regarding taxes and appraisal values.

SUPERVISORY RESPONSIBILITIES Supervises 5 to 7 employees in the department. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include assistance in interviewing, recommendations for hire, and training employees; planning, assigning, and directing work; appraising performance; recommending 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 Bachelor's degree from a four-year college or university or equivalent; or three to five years of responsible administrative and supervisory experience. Should also have above average knowledge in assessment procedure and tax cycles, plus knowledge of the laws and regulations pertaining to property assessment.

LANGUAGE SKILLS Ability to read and interpret documents such as deeds, maps and policy and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees and to meet with the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

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

CERTIFICATES, LICENSES, REGISTRATIONS Designation as a Certified Illinois

Assessing Officer is desirable.

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 use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 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 to moderate.