



FRANKLIN COUNTY JOB POSTING Deputy Assessor

Open Date: January 7, 2022	Location: Franklin County Assessor's Office 1016 N 4 th Ave Pasco, WA 99301
Close Date: February 7, 2022	Type: Full-Time, Bargaining
Reports to: Chief Deputy Assessor	FLSA Status: Non-Exempt
Salary and Benefits: Grade 14, Starts at \$22.41/Hour; Full Benefits Package	

SUMMARY

The Deputy Assessor performs duties involving Personal Property Auditing and Appraisal, Sales and permitting of properties, Senior & Disability Exemptions applications. This position provides customer service to internal and external customers by performing a variety of administrative and technical support activities, contributing to efficient office operations according to established department and County policies, procedures, and in compliance with applicable regulations.

ESSENTIAL FUNCTIONS OF THE JOB

- Assists with the Open Space Program according to industry, County, and department standards and in compliance with laws, rules, regulations, and other applicable statutes.
- Audits complex accounting records of businesses related to personal property to verify compliance with requirements and consistency between records and property. Uses a systematic process that includes observation, verification, review, and analysis of inventory and records, market research, and the application of evaluation techniques, appraises a broad diversity of personal property and sales information within businesses.
- Collaborates with internal partners to develop solutions to complex appraisal issues and with commercial real property appraiser to exchange appraisal information.
- Reviews and processes building permits and communicates with taxpayers and County appraisers to identify and verify mobile home movement and placement and updates mobile home records, processes advance tax calculations, and prepares documents for filing with the County Treasurer.
- Reviews IRS forms for income requirement verification and assists taxpayers with the Senior Citizen / Disability exemption program and related forms.
- Provides customer service and performs department functions by responding to requests, inquiries, or questions by researching, reviewing, analyzing, tracking, or reconciling and communicating policy interpretation, sharing detailed and/or technical information, making recommendations, and providing advice, reports, or answers in scope of knowledge or authority or referring to appropriate individual.
- Performs standard administrative duties and tasks and those tasks specific to provide support to the operations and activities of the department including drafting documents and correspondence, preparing reports, proofreading, scheduling, providing phone support, mail, supplies, inventory, monitoring, tracking, and communication with vendors.
- Maintains records including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, disposition, and documentation of assigned operations according to current department and County practices.
- Performs department fiscal functions relevant to assigned area, according to current department and County

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practices including processing fees, payments, invoices, and accounts payable.

- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of laws and regulations, County policies and procedures, as well as principles, practices, procedures, techniques, terminology, forms and related tools and technology as they relate to area(s) of assignment including personal property appraisal, and audits and accounting principles.
- General skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- General skills in operating the tools and equipment used in performing essential functions of the position or assigned area.
- General knowledge of principles and practices of governmental fiscal management including budget preparation, expenditure control, and sound recordkeeping.
- General skills in cash handling, and payment processing from customers, and balancing assigned cash.
- General time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- General skills in data entry, typing, and in the following programs or systems: Word, Excel, Outlook, and the internet for research. The ability to learn or develop proficient skills in the appraisal and tax administration software and the ability to learn and develop general skills in the current County-wide enterprise resource planning software.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive or confidential information.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.
- Ability to work independently and take advantage of opportunities, organize and prioritize several ongoing and frequently changing assignments to meet deadlines, and communicate changes and progress to supervisor and staff.
- Ability to remain calm during potentially serious or emergency situations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
 - Constantly in an office environment.
- The noise level in the work environment is usually quiet to moderate, a typical office environment.

SPECIAL CONSIDERATIONS

- Occasionally required to travel within the County for meetings and Assessor related activities and in the state for affiliate or associate meetings or training and conferences which may require an overnight stay.

PHYSICAL DEMANDS

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
 - constantly: sit for extended periods of time, use hands, fingers to handle or feel, or operate equipment or tools, and
 - frequently: stand or walk for extended periods of time, talk or hear, and
 - Occasionally: stoop, kneel, crouch, or crawl, and reach with hands and arms.
- Occasionally carry or transport up to 25 pounds.
- have the following vision abilities:
 - Depth perception, peripheral vision, and have close vision (from one to twenty inches).

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or GED.
- Two years of experience in customer or public service.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

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Refer to Franklin County Website for complete job posting and application instructions.

*APPLICANTS MAY PICK UP AND RETURN THE APPLICATION TO:
Franklin County Human Resources • 1016 N.4th Avenue, A101 • Pasco, WA 99301 • 509-546-5813*

OR DOWNLOAD FROM THE COUNTY WEBSITE AT: www.co.franklin.wa.us

E-MAIL COMPLETED APPLICATION PACKAGE TO: hr@co.franklin.wa.us

Selection based on qualifications, interview, background checks and drug screening, where applicable.

FRANKLIN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

If you require an accommodation in the recruitment process or an alternate format of application materials, please contact the Human Resources Department at 509-546-5813.