

**POSITION DESCRIPTION
COUNTY OF FRANKLIN, INDIANA**

POSITION: Second Deputy
DEPARTMENT: Assessor
WORK SCHEDULE: 8:30 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: October 1996

STATUS: Full-time

DATE REVISED: August 2009

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Franklin County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Second Deputy for the Assessor's Office, responsible for assessing property, maintaining computer operations and updating files and records.

DUTIES:

Assists in supervising and directing personnel, including orienting and training new personnel, scheduling and making work assignments, and providing assistance as needed.

Enters new construction assessments on computer from copies of building permits, certificates of occupancy and information from township trustees. Prints cards, mails notices of assessment, and answers questions from property owners. Periodically photographs new homes, confirms data provided by owners, and calculates estimated property taxes as requested.

Maintains plat books, including verifying calculations, entering on index and on maps, and periodically updating mylars.

Reviews building permits and title transfers for personal property mobile homes, enters on computer, prepares and mails notices to owners, and calculates annual depreciations.

Enters class allocations on computer.

Answers telephone and receives office visitors, answering questions, providing assistance and information, and explaining assessed valuations.

Reviews Board of Review assessment appeals, and explains assessment rationale to Board members as requested.

Periodically attends training sessions/seminars as assigned or required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED. Certification as Level I and Level II Assessor/Appraiser preferred.

Working knowledge of and ability to make practical application of standard practices, policies and legal requirements governing Department operations.

Ability to assist in supervising and directing personnel, including orienting and training new personnel, scheduling/making work assignments, and providing assistance.

Ability to effectively communicate orally and in writing with co-workers, township trustees, Board of Review, property owners and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to perform arithmetic calculations and properly operate a variety of standard office equipment, including computer and Department software, printer, telephone, and calculator.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carryout written or oral instructions and present finding in oral or written form.

Ability to physically perform essential duties of the position, including sitting and/or operating a computer for long periods, crouching/kneeling, bending at waist, lifting objects under 25 pounds, and close vision.

Ability to occasionally work extended, evening and/or weekend hours to meet seasonal demands.

Possession of a valid driver's license and demonstrated safe driving record.

III. RESPONSIBILITY:

Incumbent reviews, calculates and verifies property assessment data and enters on computer, according to Department and legally defined policies and procedures, exercising judgment in determining grade and condition of buildings, and identifying and resolving discrepancies/problems. Decisions involving sensitive issues are reviewed with Assessor. Errors in incumbent's work are usually prevented and detected through procedural safeguards, with undetected errors resulting in loss of time for correction, loss of money to the County or the public, and/or inconvenience to other agencies or the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, township trustees, Board of Review, property owners and the public for purposes of exchanging and verifying information, and resolving problems.

Incumbent reports directly to the Assessor.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, at a public service counter, driving to/from and at various property sites throughout the county. Incumbent's duties involve sitting and/or operating a computer for long periods, crouching/kneeling, bending at waist, lifting objects under 25 pounds, and close vision. Incumbent occasionally works extended, weekend and/or evening hours to meet seasonal deadlines.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Second Deputy for the Assessor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print or Type Name