

HENDRICKS COUNTY

JOB DESCRIPTION

Title: Assessment Inspector

FLSA Band: Non-Exempt

Department: Assessor's Office

Supervisor: Field Assessor Supervisor

Purpose of Position:

Performs onsite inspection of parcel and any improvements. Identifies assessable improvements and quantifies. Prepares improvement sketches and data for use by assessment deputies.

Essential Functions:

- Performs tasks for real property field inspection functions.
- Draws improvements from plans for site review.
- Ensures work is done in a timely manner and within deadlines set.
- Responsible for mapping daily route of field work to ensure efficient and maximum productivity.
- Performs field inspections.
- Work includes drawing from plans presented, inspecting as necessary while under construction, and performing a final inspection upon receipt of a Certificate of Occupancy from the issuer of the permit.
- Work includes examining existing records, noting changes made, and reporting these changes to the Field Assessor Supervisor for necessary adjustments to the Assessed Value of the property.
- Investigate Permits issued for demolition of improvements on real property in Hendricks County. Verify removal of improvements prior to removal of the improvement value from the Assessed Value of the property.
- Investigate condition of real property when needed to satisfy taxpayer requests or taxpayer appeals related to the Assessed Value of real property in Hendricks County.

Non-Essential Functions:

- Performs other duties as assigned by Field Assessor Supervisor.

Education and Qualification Requirements:

- High School Diploma or GED.
- Possesses and maintains a Level I Assessor/Appraiser Certification in the State of Indiana (Requires 30 hours every two years of continuing education classes).
- Possesses a valid Driver's license.
- Experience and knowledge of Microsoft Office applications.
- Ability to read and sketch building plans.
- Thorough knowledge and ability to ensure adherence to assessing principles and guidelines and all related statutes and DLGF rules and regulations.
- Ability to complete work effectively with minimal supervision.
- Ability to effectively communicate orally and in writing.
- Ability to competently serve the public with diplomacy and respect, including frequent encounters with irate/hostile persons.

- Ability to understand and follow written and oral instructions/directions and appropriately respond to constructive criticism.
- Ability to plan out assigned work projects, work alone and with others with minimum supervision and maintain appropriate, respectful interrelationships with co-workers and public.
- Ability to occasionally work extended, weekend &/or evening hours and occasionally travel out of town for meetings or classes, sometimes overnight.
- Must be able to physically go “out in the field” on site reviews and collect data for assessing and/or re-evaluation purposes.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, office attire, and personal conduct.
- Must obtain Level I Assessor/Appraiser Certification from State of Indiana within one year of employment, if not already a Level I.

Responsibilities/Difficulty of Work:

Responsibilities are broad in scope and are not of a repetitious nature. All duties involve many variables and considerations of substantial intricacy. Must exercise independent judgment in ensuring compliance with all other departments and/or agencies. The individual needs to exhibit extreme accuracy and detail to prevent substantial financial repercussions to the taxpayer and the County. Any error in work/judgment not only has a dollar value associated, but could also result in embarrassment to the Assessor’s Office and/or the County and departments therein.

Personal Working Relationships:

Individual maintains communications with Assessor, Deputy Assessors, Field Assessment Supervisor, co-workers, other county departments, regulating agencies, legal counsel, and the public for the purpose of exchanging/collecting information, explaining/interpreting data and procedures, and resolving problems/appeals. Individual reports directly to Field Assessment Supervisor.

Working Conditions and Physical Demands:

Individual performs a majority of duties in an outdoor environment where a myriad of conditions can be encountered, including, but not limited to, inclement weather, animals, irate individuals, and rough terrain. Some work is done in a normal office environment. Individual must occasionally work extended, weekend, and/or evening hours and must occasionally attend classes out of town, sometimes overnight.

Applicant/Employee Acknowledgement:

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.

Applicant/Employee Signature

Date

Printed Name

