

Hendricks County Job Description

Title: Assessment Deputy

FLSA Status: Non-exempt

Department: Assessor

Supervisor: Assessor

Purpose of Position: Establishes assessed values per real estate parcel and personal property.

Essential Functions:

- Enters and maintains parcel data in assessment computer system.
- Creates and/or deletes parcel numbers, ownership deeds and legal descriptions from splits of land in large subdivisions, minor plats and agricultural and rural residential areas.
- Enters new construction and maintenance of improvements data in computer system by interpreting information from the field appraiser, sketching the outline of the house in the computer and applying the assessed value.
- Updates ownership and address information in the computer system, and verifies legal description of the deed with computer description.
- Calculates land value by determining lot size and applying it to an equation to figure a base rate.
- Receives phone calls and visitors, answers questions or refers to the appropriate department.
- Assists taxpayers, township assessors, realtors, appraisers and abstractors in obtaining and explaining information on property record cards, sales disclosures, personal property assessments and general property information.
- Calculates, corrects and balances personal property returns and enter information in the computer system.

Non-Essential Functions:

- Performs research in other offices pertaining to properties and ownership information.
- Performs annual mass mailings informing taxpayers of assessment changes.
- Performs other duties as assigned.

Education & Qualification Requirements:

- High school diploma or GED.
- Basic computer skills.
- Ability to effectively and tactfully deal with other people.
- Ability to operate basic office equipment.
- Good organizational skills.
- Ability to work basic math and geometry problems.
- Ability to communicate well, both verbally and in writing.

- Knowledge of general office practices.
- Attention to detail.
- Good Math Skills.
- Must obtain Level I Assessor/Appraiser Certification from the State of Indiana within one year of employment, if not already a Level I.

Responsibility:

Incumbent works under established guidelines and procedures. Tasks are fairly routine, but require selection of applicable methods and procedures. Errors in work can cause inconvenience to the public, loss of time to the department and affect tax revenue.

Working Relationships:

Working relationships are with supervisor, associates in same department, other county departments and the general public for the purpose of communicating factual or procedural information.

Working Conditions & Physical Demands:

Work is performed in a standard office environment and on site when viewing parcels.

I have read and understand this job description, and its relationship to the position I occupy.

Signature

Date

Printed Name