

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

28 CHIEF ASSESSOR – TAX ASSESSMENT
\$78,386.795/yr. – 40hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 10/15/2024

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

CHIEF ASSESSOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct the overall administration and operation of the Assessment Office and act as agent for taxing authorities for Monroe County. Duties and responsibilities include but are not limited to managing and supervising staff in the day-to-day operations of the office, overseeing the formulation and implementation of plans, programs and policies relating to all property assessment issues.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; makes recommendations to commissioners regarding all personnel actions involving the Assessment Office; verifies and approves daily activity reports and employee timesheets; approves employee leave and absences.

Oversees and consults with property assessors regarding real estate valuation; plans, coordinates and delegates work assignments to assigned staff within the Assessment Office; monitors work performance; provides counseling and advice; answer questions; trains employees regarding work assignments, policies and procedures; reviews and approves all documents proposed by staff prior to dissemination; ensures projects are accurate and completed within designated time frames.

Serves as Secretary to the Board of Assessment Appeals; prepares agendas for board meetings; informs board members of meeting dates and times and/or changes.

Serves as technical advisor and liaison to municipalities and other groups as necessary; works effectively with other departments, outside companies, employees and federal, state and local agencies to resolve issues and complete projects; adheres to all applicable laws and regulations; serves on various boards and /or committees and other groups as they pertain to assessment.

Certifies the annual assessment roll for real estate and occupational taxes on an annual basis; gathers pertinent information and utilizes information to confirm and/or refute assessments.

Advises the Board of Assessment Appeals regarding pending and upcoming appeals cases; provides information and answers questions; prepares the county's defense case and represents the county in the Court of Common Pleas as an expertise witness; attends value appeals as required.

Negotiates out-of-court settlements for appeals cases; works effectively with County Solicitor in reviewing legal matters; cooperates with all legal rules and regulations; makes suggestions for agreements; informs other taxing bodies of appeals and/or settlements.

Directs policies and interprets applicable laws in conformance with Act 319; approves Act 319 applications received and determines violations; keeps apprised of changes in legislation; advises and trains staff regarding changes.

Implements 4th and 8th Class County Assessment Laws, as well as other governing laws relating to property assessment; maintains authority for administering laws; answers questions received from individuals regarding rules and regulations; keeps apprised of changes; incorporates changes into departmental policy.

Conducts field checks for property for exemption and utility status; reviews non-profit information received from property owners requesting tax exemption

Reviews calculated tax rates and assessments for taxpayers; recommends whether properties meet exemption criteria; advises staff regarding suggestions for corrections or changes.

Receives and screens incoming telephone calls; provides information necessary; responds to letters; answers questions from the Board of Assessment Appeals, attorneys, assessors, taxpayers, outside agencies, the public or other individuals; answers complaints and requests for information; resolves problems and/or makes recommendations for solutions.

Prepares the annual budget and project proposals; conducts research and performs financial analysis; monitors departmental expenditures and expenses; approves purchase orders, invoices and other departmental expenditures; complies with budgetary guidelines and standards.

Maintains responsibility for all public relations issues relating to property assessment; writes press releases; makes public presentations when required by board, officials, citizens and other individuals and organizations; promotes citizen understanding of property assessment and its importance to the county; represents the county in a professional manner.

Drafts, prepares various correspondence to include letters, memoranda, forms, legal documents, reviews information for accuracy and completeness; ensures compliance with proper formats; makes corrections and/or additions as needed; enters information into computer databases as necessary; maintains confidentiality of all documents; copies for departmental files.

Attends meetings, conferences, seminars, workshops and training classes to stay apprised of changes in legislation and current trends within the industry; applies current information to daily work routine; provides feedback to staff regarding new information and training sessions; ensures compliance by other county staff.

Serves as technical advisor and liaison to municipalities and other groups as necessary; answers questions; provides information and advise; resolves problems; serves on various boards and /or committees and other groups as requested; assists the Planning Commission with the geographical information system (GIS) project as needed; meets with attorneys, real estate appraisers and other individuals as required by position.

Answers inquiries regarding the proper processing of legal documents and provides information accordingly

ADDITIONAL FUNCTIONS:

In the event of a County Wide Reassessment please note the responsibilities of the Chief Assessor increase tremendously.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Minimum Bachelor's degree in business administration, public administration, English, or a related area; with Master's level course work in property assessment, real estate law or a related area; Master's degree strongly preferred; supplemented by six (6) years previous experience and/or training that includes property assessment, real estate assessment; economics, business law, or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must hold and retain licensing as a Certified Pennsylvania Evaluator (CPE). Must possess and maintain a valid Pennsylvania driver's license. Must pass a defensive driving course.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Require the ability to work in all weather conditions: rain, snow, heat and cold.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.