



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: City Assessor	DEPARTMENT: City Assessor
IMMEDIATE SUPERVISOR: City Manager	GRADE/RANK: 21
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs difficult professional work in directing the appraisal and assessment of real property in the City.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Plans, organizes, directs and participates in the valuation of real property and in the preparation of assessment rolls;
- Plans, develops and implements procedures for commercial, industrial and residential appraisals;
- Makes final reviews and approves major technical decisions of subordinates;
- Determines effectiveness of assessment techniques and performs appraisals on unusual or complicated properties;
- Reviews complaints concerning assessments, and plans and organizes hearings on reassessments, meets with taxpayers;
- Prepares and maintains property tax records and maps;
- Keeps abreast of local property value trends;
- Handles correspondence with State Department of Taxation regarding surveys;
- Examines all transfers and compiles sales study;
- Prepares budget and controls expenditures;
- Administers abatement ordinance on rehabilitated property;

116 W. Beverley Street Staunton, Virginia 24401

City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)

- Administers local Agricultural-Forest District assessment program;
- Manages office operations including budget monitoring, purchasing, attending meetings, serving on committees, approving time and attendance records, making management recommendations to the City Manager and/or City Council and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have a comprehensive knowledge of: modern principles and practices of real property assessment; methods and modern techniques of appraising real property and; laws, rules and regulations covering real property appraisal and assessment. Has skill in use of computers including databases, spreadsheets and word processing and use of CAMA assessment software, including ability to create and modify SQL database queries. Has the ability to: plan, organize and direct the work of subordinates; analyze factors which would tend to influence the value of property; exercise sound judgment in the determination of property values; problem solve in an effective manner; write clear and concise reports and; establish and maintain effective working relationships with other governmental officials and the general public.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in real estate, business or public administration or economics and extensive experience in real property appraisal. Certification by State Department of Taxation for real property appraisal. Successful completion of extensive professional coursework sponsored by the International Association of Assessing Officer's Experience with Appraisal Vision ® Software Version 6.5 is highly desirable.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work requires the exertion of up to 25 pounds of force occasionally to lift and move objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Office work requires stooping, reaching, fingering, grasping and repetitive motions for keying information into computer. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for driving, examining property, facilities, structure, for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The work is subject to adverse environmental conditions including cold and heat etc.

EXAMPLES OF EXPECTED DECISION MAKING:

Hears complaints and appeals and makes decisions on final assessment, interprets laws, ordinances

and applies to operations and activities of office.

SUPERVISORY RESPONSIBILITIES:

Supervise office and real estate field staff.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

This job description in no way states or implies that these are the only duties to be performed by this employee. The City Assessor will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager and Chief Human Resources Officer

Revised Date: 2019