

Position Title: Field Deputy Assessor

Department: Assessor

Title of Supervisor: Assessor

Status: Full-time (Monday – Friday)

General Summary

This position is designed to assist the Assessor in successfully performing current assessment of Real Property and Personal Property in Carbon County Wyoming. Evaluating and reviewing property sales and conducting field reviews throughout Carbon County are essential for accuracy.

Work is of considerable complexity and difficulty and is performed under some supervision. Most matters follow a consistent pattern and involve dealings with other county personnel. Errors may cause serious problems so accuracy and dedicated hard work are essential.

Essential Functions

1. Work with other staff in a team approach.
2. Work directly with county employees, elected officials and the public in a courteous and professional manner.
3. Provides general clerical support to the County Assessor.
4. Complete all tasks timely and accurately with minimal supervision.
5. Respond to and resolve difficult inquiries and complaints.
6. Attend required courses to obtain permanent certification as required by the Wyoming Department of Revenue.
7. Answer the telephone and wait on the general public in a courteous manner; refer calls to appropriate department personnel; resolve complaints in an efficient and timely manner.
8. Properly maintain data in the CAMA (Computer Assisted Mass Appraisal) database.
9. Perform a variety of general clerical duties; maintain files and records.
10. Operate a variety of office machines including a computer terminal, office phone, fax, copier and more.
11. Perform related duties and responsibilities as assigned.
12. Cross train in and work in any and all areas of the office as determined by the Assessor including but not limited to deed transfers, legal description verification, property ownership transfers, sales verification, veteran exemptions, building permits, field reviews, and data entry.

Duties and Responsibilities

1. Perform physical reviews of property in Carbon County. Update each review in the CAMA system accordingly.

2. Successfully meet annual goals for area reviews. Each parcel within Carbon County must be reviewed at least 1 time every 6 years.
3. Add and maintain Apex Sketches in CAMA system.
4. Perform office reviews during 30 day protest period.
5. Assist in formal appeals before the SBOE.
6. Gather sale and building permit photos.
7. General office duties to include assisting customers, answering telephones, etc.
8. Other duties as assigned.

Education, Training and Skills

1. Permanent Appraiser Certification must be obtained as defined in Chapter 13 of the Wyoming Department of Revenue Rules.
2. Physically be able to go to the field to take pictures, measure, and speak with the general public about property.
3. Have and maintain a valid driver's license.
4. Various calculations.
5. Strong attention to detail.
6. Use and read tape measure/laser.
7. Ability to read a map and be able to physically locate rural properties.
8. Must be able to multi-task.
9. Must be able to focus on duties to meet deadlines.
10. Ability to meet the public at all levels in complex and difficult situations that may be stressful.

Experience

1. General computer knowledge required.

Procedures / Guidance Available

Follows standard guidelines, policies and procedures, Department of Revenue rules and state statutes. Functions with staff and independently in order to accomplish assigned projects. Refers unusual problems to supervisor.

Contacts

1. General Public
2. Other departments within Carbon County

Special Requirements

1. Overnight travel is required
2. Background check

Working Conditions

This position requires a variety of physical demands, including sitting at a desk for long periods of time. Additionally, field reviews are a regular (generally weekly) necessity and require tolerating all weather conditions and walking moderate distances on various terrains to get to the subject properties.

Carbon County offers a complete benefit package as noted in the county's personnel manual to those working 30 or more hours weekly including sick/vacation leave, medical, dental and life insurance, Wyoming State Retirement and 457 deferred compensation program.

Carbon County is an equal opportunity employer. Discrimination on the basis of race, color, sex or gender, sexual orientation, gender identity/expression, national origin, religion, physical or mental disability, age, political affiliation, or genetic information with respect to the terms and conditions of employment, including but not limited to recruitment, selection, hiring, compensation and benefits, and termination, is prohibited, except where specific requirements constitute bona fide occupational qualifications necessary to proper and effective job performance.