

Position Title: Chief Deputy

Department: Sierra County Assessor's Office

Salary Grade: New Hire: (Appointed Position)
Internal Hire: (Appointed Position)

Overtime Compensation: Not eligible for any type of overtime or compensatory time compensation.

Holiday Pay: Not eligible for holiday pay.

Sick & Vacation Leave Accrual: Not eligible to accrue any type of leave. Appointed deputies are eligible for fifteen (15) days leave per calendar year. The Elected Official will determine leave.

Work Hours: At the discretion of the Elected Official. Shall not be less than 32 hours weekly calculated on an annual basis.

Probationary Period: Not eligible for probationary period

F.L.S.A.: Term Position Exempt as defined in the Sierra County Personnel Policy, Ordinance No. 16-009. Terminable-at-will.

Benefits: Appointed officials will be eligible to participate in the County health insurance program as detailed in the Sierra County Personnel Policy. As required by PERA regulation, appointed officials will be required to participate in PERA, unless they meet the requirements to exempt out. Those appointed officials that choose to exempt out of PERA or county health insurance would not be eligible for any additional compensation.

Contract Length: Appointed officials work at the pleasure of the Elected Official. This document does not represent a contract between the appointed official and Sierra County. Appointed official will be paid under the terms of this agreement through the last day of active employment with Sierra County.

Reports to: Sierra County Assessor

Job Summary:

Under the direction of the County Assessor, this position performs a wide range of skilled work in the operation of real estate/property assessments.

1. Responsible to the County Assessor for record maintenance of appraisals essential to valuation and maintenance of real estate property, personal property, agricultural and grazing.
2. Primary duties involve active supervision of all personnel involved in mapping, appraisal, and assessment, as well as recording and updating of information and records to ensure fairness of appraisals and assessments.
3. Responsible for the enhancement of good public relations, the reduction of taxpayer complaints, and the cooperation and coordination of information and services within the department as well as with other authorized agencies in government and the private sector.
4. Directs, instructs, assists, and checks standards of performance and methods and procedures of subordinates' work. Periodically evaluates subordinates' performance.
5. Anticipates or investigates causes for delays or inadequate performance, and takes prescribed action.
6. Consults with superior, and makes effective recommendations as to personnel problems and complaints.
7. Maintains good personnel relations and good housekeeping practices.
8. Assists staff with various work, including data and record maintenance.
9. Ensures yearly taxpayers' notice of values are mailed out accurately and timely.
10. Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.

Minimum Requirements:

1. High School diploma or equivalent.
2. Three to five years experience in clerical work, with some supervisory and/or managerial experience preferred.
3. Further education/training in the clerical area beyond high school may be substituted for part or all of the experience requirement.
4. Computer knowledge is required.
5. Ability to perform essential duties in the work conditions described below.
6. Ability to work with the equipment, tools, and materials listed below.

Must possess a high school diploma or equivalent. Must possess a valid drivers license. Must have the ability to analyze data, develop and compose comprehensive reports as required. Must have the ability to communicate effectively in written and oral English.

Essential Duties:

1. Assist with general office work, (answer the phone, message taking, typing, computer work, etc.) as assigned.
2. Types and enters reports into the computer.
3. Maintains databases on the computer.
4. Compiles as needed.
5. Performs basic research duties as needed.
6. Performs other duties as assigned.

Any other job performance outside the scope of the appointed position responsibilities should have prior authorization from the Elected Official.

Work Environment:

Perform essential duties 75 to 85 percent indoors under a controlled temperature environment the balance of the job duties will be outside in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete, or tile surfaces. Outside work will be exposed to dust and fumes, and normal

outside weather conditions. The position will be exposed to long working hours, some travel, mental stress and tension.

Equipment, tools and materials:

In performing the essential duties the following is a list of items needed in job performance:

Maps, Copier, Vehicle, Fax Machine, Telephone, Computer, Typewriter, general office supplies and equipment, overhead projects, work processing software, presentation software, accounting software and adding machine.

Mental Functions:

1. Must be able to use independent judgment in various situations and recommend appropriate action.
2. Must be able to set priorities and organize assigned tasks.
3. Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling and grammar.
4. Must be able to research and analyze data, to apply policies and procedures and to present conclusions effectively in oral and written form to senior staff, the Commission and the general public.
5. Must be able to work effectively with the public. Must have great communication skills and diplomacy in handling issues that affect the public. Must be able to change position on any issue when presented with an alternative that offers a better situation.

Physical Functions:

1. Must be able to sit, stand and work intermittently throughout the workday.
2. Must be able to lift, carry, push and pull up to 25 pounds occasionally.
3. Must be able to work with arms extended and bent on a frequent basis.
4. Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
5. Must be able to coordinate the use of hands and eyes in operation of office equipment.

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or

be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Assessor the job duties can increase and or decrease.

Approved and hired this _____ day of _____, _____ by

Human Resources Director

Department Head

Employee