

**MONONA COUNTY  
JOB DESCRIPTION**

<b>Position:</b>	Deputy Assessor	<b>Reports to:</b>	Assessor
<b>Department:</b>	Assessor	<b>Revision date:</b>	July 1993

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**GENERAL SUMMARY**

Under the general supervision of the County Assessor, assesses the value of real estate property throughout the county for property tax purposes.

**ESSENTIAL JOB DUTIES**

Processes changes related to land transfers, splits, plats and legal descriptions in order to update tax list. Records real estate transactions on property cards, summary cards, and maps in order to document new ownership of property. Checks accuracy of description. Calculates sales ratio and performs reconciliation.

Assesses property value and monitors changes for real estate throughout county. Travels to site to measure new buildings and additions, and assess remodeling. Calculates changes in property value using Iowa Property Appraisal Cost Manuals and sales ratio studies to estimate property value. Makes appropriate adjustments to all property records.

Deals directly with public in assessors office. Answers questions from taxpayers, real estate agents, insurance providers and appraisers regarding property cards, assessment procedures and property tax laws. Provides copies of assessor cards.

Distributes and receives applications for various exemptions and tax credits including homesteads, forest reserve, military, family farm and native prairie exemptions. Helps applicants complete forms and answers questions regarding laws and regulations.

Prepares reports summarizing real estate transactions, reconciliations, and other data.

Prepares payroll for employees within the assessors office. Calculates wages, and appropriate federal and state withholdings. Submits monthly, quarterly, and yearly reports. Prepares and issues W-2 forms.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of the principles and procedures of real property appraisal and assessment, mapping and tax assessment.

Knowledge of county roads and landmarks.

Knowledge of basic principles of bookkeeping and accounting.

Skill in making judgments regarding building quality and property values.

Skill in dealing with people including hostile or uncooperative individuals.

Skill in effectively answering questions regarding assessment decisions and laws.

Ability to perform basic math functions, using calculator, real estate statistics and manuals, to estimate property values.

Ability to read legal land descriptions and find location on aerial maps and plats.

Ability to type forms and complete applications.

Ability to communicate in written and oral form.

Ability to measure dimensions of building using tape measure.

Ability to maintain state certification by successfully completing continuing education courses.

Ability to use standard office equipment, measuring devices, and computer.

Ability to document accurate measurements on assessor cards and write legibly.

Ability to lift and carry heavy boxes of paper weighing up to 30 pounds.

### ENTRY REQUIREMENTS

High school diploma or G.E.D. equivalent. A minimum of 2 years work experience in appraisal, real estate, or building construction plus training or experience working with computer. Experience or courses in assessment, real property appraisal, and mapping helpful.

### WORK ENVIRONMENT

Work is performed outside and inside. Incumbent works while seated at desk, and travels to property throughout the county. Work includes exposure to extreme temperatures, humidity, and dust. Frequent walking, kneeling, bending and other movements may be required.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties, or combine positions at any time.