



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Chief Deputy County Assessor

FLSA: Exempt

DEPARTMENT: Assessor's

REVISED:

Summary: Under general direction, provides assistance with coordinating the operations and activities of the Laramie County Assessor's Office; assists with ensuring fair and equal assessments to all Laramie County taxpayers.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Provides assistance to the Laramie County Assessor in assessing real and personal property including oil, gas and state assessed property; utilizes the Cama system for assessor activities.
- Prepares various reports including abstract, tax roll and veteran's exemption in compliance with applicable State statutes.
- Maintains and monitors records; ensures compliance with State regulations.
- Coordinates the ordering and organization of departmental office supplies, tools and equipment.
- Provides customer service assistance to taxpayers and other relevant parties; answers questions and conveys information on to assessment processes; maintains and prints various Laramie County Assessor Office informational pamphlets.
- Liaises with the Information Technology Department regarding computer systems and software changes.
- Monitors security on administrative and Realware systems; maintains and updates tables in the administrative system.
- Creates and coordinates the printing and mailing of notices of value (NOV's) and notice of valuation changes (NOVC's).
- Prepares County Board of Equalization packets and coordinates the mailing of packets to relevant entities.
- Testifies at County Board of Equalization (CBOE) hearings.
- Supervises, trains and evaluates assigned personnel; participates in personnel interviews.
- Monitors and updates the Laramie County Assessor's Office website.
- Performs other duties as assigned or required.
- Works at the discretion of the assessor.
- Liaises with other State and local agencies.



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Knowledge and Skills:

- Knowledge of all aspects of Assessor Office activities and operations.
- Knowledge of computer aided mass appraisal systems.
- Knowledge of statutory requirements in relation to tax rolls, assessment records, and reports.
- Knowledge of County Board of Equalization activities.
- Knowledge of supervisory principles, practices, and methods.

- Skill in assisting with coordinating Assessor Office operations, services and staff.
- Skill in ensuring compliance with statutes, laws and regulations applicable to assessor activities.
- Skill in assessing real and personal property including oil, gas and state assessed property.
- Skill in providing assessor information to taxpayers and other relevant parties.
- Skill in liaising with various internal and external parties in relation to Assessor Office activities.
- Skill in supervising, leading, and delegating tasks and authority.

Minimum Qualifications:

Bachelor's Degree in Public Administration, finance, or related field; AND five (5) year's experience in property assessment or appraisal; or equivalent combination of education, training and experience. Must have State of Wyoming Permanent Property Appraiser Certification. Must have a valid driver's license.