**CRAWFORD COUNTY, IOWA**

**POSITION DESCRIPTION**

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| **Position Title:** County Assessor | |
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| **Department:** Assessor |  |
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| **Hours:** Permanent Full-time  **Office Hours:** 8:00 am to 4:30 pm | |
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| **Location:** Crawford County Iowa | |
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| **Salary:** Based on Qualifications |  |
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**Summary:**

Under supervision of the Crawford County Conference Board, the County Assessor serves as the department head for the County Assessor’s office by providing leadership and direction to staff and leads all appraisal operations/services for property taxation within the county.

The County Assessor establishes goals, objectives, priorities, quality standards and procedures to comply with the Iowa Department of Revenue, and in accordance with applicable state and local statutes and requirements of the appraisal profession.

The County Assessor also interprets appraisal/assessment rules and regulations, as well as plans, organizes, and oversees the valuing of real property for tax purposes. The Assessor plans and directs the discovery, listing, valuing, and classifying of all taxable and exempt real property and any taxable personal property in in Crawford County to ensure that no property is overlooked and that the value and classification of all properties are equitable and proper.

**Essential Duties and Responsibilities:**

Causes to be assessed, in accordance with Iowa Code Section 441.21, all the property in the assessor’s jurisdiction, or the assessment of which is otherwise provided for by law.

Makes available all public records to the public.

Receives, reviews, and acts on received applications for property tax exemptions.

Cooperates with the Iowa Director of Revenue as may be necessary or required, and obeys and executes all orders, directions, and instructions of the Iowa Director of Revenue insofar as the same may be required by law.

Has the authority to apply to the district court for an order to examine witnesses and requiring the production of books and records of any person, firm, association or corporation within the county, whenever the assessor has reason to believe that such person, firm, association or corporation has not listed property as provided by law.

Completes all reports and the reporting of required items as required by the Iowa Director of Revenue. This includes the providing of any GIS information requested by the Iowa Department of Revenue to be used in the credit auditing process.

Determines property classification of each parcel of property. (Agricultural, Residential, Commercial, Multi-residential or Industrial)

Perform annual sales ratio review studies to determine current assessment levels, trends, and areas or property types that may need adjusted for the equalization process.

Make or cause to be made, an annual inspection of any property with physical changes as reported by the proper owner or other sources to accurately list and value property accordingly.

Provide fair, accurate and equitable assessments to all property owners.

Notify each taxpayer whenever there is a change in the assessment of the taxpayer’s property no later than April 1st.

Provide any GIS information requested by the Iowa Department of Revenue as needed.

Furnishes to the Iowa Department of Revenue any information which the assessor may have relative to the ownership of any property that may be assessable within this state, but not assessable or subject to being listed for taxation by the assessor.

Causes to be assessed for taxation, any property which the assessor believes has been erroneously exempted from taxation.

To prepare and present an itemized annual budget to the Conference Board for review, adjustment, and approval. The budget shall include all estimated expenses for the assessor’s office, conference board, examining board, and the board of review.

To monthly monitor expenditures and revenues to assure amounts stay within the legal requirements of that year’s budget.

Provide supervision planning and oversight to the ongoing Residential re-listing/reappraisal process.

Expectation that Assessor will work on site to manage staff and assist tax payers.

**Supervisory Responsibilities:**

Responsible for supervision of staff in the Assessor’s Office.

**Minimum Qualifications:**

All applicants for this position must have passed the Assessor Examination administered by the Department of Revenue and currently be listed on the Iowa Department of Revenue Register of Candidates.

*The essential duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Knowledge, Skills and Abilities:**

Ability to read and understand blueprints, legal descriptions, and appraisals.

Familiarity with ESRI products and the ability to utilize the functionality in the county’s GIS.

Understanding on the functionality of the county’s Computer Assisted Mass Appraisal program (Vanguard).

**Comments:**

Must have a valid Iowa Driver's License and have reliable transportation. Must be insurable for driving under county insurance company policies.

Applicant will be subject to post offer, pre-employment drug and physical testing and background check.

*Crawford County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.*