

Chief Field Deputy

Douglas County Assessor/Register of Deeds Office, Omaha, NE

The Douglas County, NE, Assessor/Register of Deeds Office is hiring to fill the appointed position of Chief Field Deputy. This combined office, with its 81 employees, is located in Omaha, NE, the state's largest city. Douglas County is the state's largest county, containing more than 216,000 parcels. We are seeking a leader who possesses the technical skills to ensure assessment accuracy and uniformity, with a focus on providing exceptional customer service. Salary: \$90K to \$110K (DOQ).

Primary function

Under the direction of the Douglas County Assessor/Register of Deeds, the Chief Field Deputy manages and coordinates all mass-appraisal activities; supervises, trains and evaluates the performance of assigned personnel; and administers the Assessor/Register of Deeds' programs, policies and procedures in accordance with established goals and objectives. In addition, the Chief Field Deputy has a hands-on role in many appraisal and assessment administration activities; and guides and participates in the technical and statistical work of setting values. The Chief Field Deputy reports directly to the Assessor/Register of Deeds.

Primary duties and responsibilities

1. Oversees and coordinates daily division operations pertaining to appraisal, revaluation and data analysis;
2. Monitors and ensures the accurate and equitable appraisal of property located within Douglas County;
3. Develops, implements and reviews procedures involving the compilation and analysis of valuation data;
4. Develops, implements and reviews cost, sales comparison and income models used in valuing residential and commercial property;
5. In consultation with the assessor/register of deeds, analyzes and calculates the appraisal annual budget for review and presentation to the county board;
6. Works directly with the Property Assessment Division of the Nebraska Department of Revenue regarding the Assessor's abstract and assessment procedures;
7. Communicates with the board of equalization, TERC, real estate professionals, taxpayers, and county personnel regarding appraisal-related matters;
8. Participates in performing appraisals, conducts appraisal investigations, authorizes appraisal corrections and value adjustments as required;
9. May attend and participate in hearings, defend appraisals to property owners, representatives, attorneys and others before the board of equalization, TERC and/or other courts of law;

10. Conducts or supervises regular physical reviews of Douglas County property within a six-year cycle to determine changes in property that might impact appraisal value;
11. Analyzes trends in sales prices, construction costs and rents to assess property values or determine the accuracy of assessments;
12. Directs the management of recordkeeping and assessment-roll preparation, and complies with state regulations as they apply to assessment of real property.

Other duties and responsibilities

1. Reviews complex appraisals of vacant land, single-family residences, multi-unit dwellings, commercial, and industrial properties using generally-accepted mass-appraisal techniques;
2. Establishes the appraised value of real or personal residential, commercial, agricultural, historic or industrial property using a cost, income or comparative-sales approach, as appropriate; provides the treasurer's office with split parcel values after roll close on parceled properties; prepares an appraisal report detailing the process used to establish the value of the property;
3. Issues notices of assessments;
4. Performs other duties as assigned.

Training, education and /or work experience requirements

1. A bachelor's degree in business or public administration, statistics, land management or a related field; and a minimum of five years' experience in assessment administration ;
2. A current Nebraska state assessor certification, or the ability to obtain the certification as soon as possible;
3. *Note: An appraisal license and/or professional designation are not essential, but are highly desirable.*

Note: Experience beyond the five years required may be substituted for educational requirements beyond high school—on a year-for-year basis.

Basic skills and abilities required

1. A working knowledge of databases, CAMA, assessment system software, and analytical software, such as Access or Excel;
2. A working knowledge of Nebraska laws and regulations pertaining to property appraisal and tax assessment;
3. A thorough knowledge of the Uniform Standards of Professional Appraisal Practice;
4. Thorough knowledge of ad valorem tax process;
5. Thorough knowledge of sales ratio study and adjustment analyses;

6. Thorough knowledge of accounting practices and mathematical computations associated with the calculation of real and personal property assessments;
7. Ability to problem-solve, using analysis and mathematics;
8. Ability to work with and apply mathematical concepts, such as percentages, ratios and proportions to practical situations;
9. Ability to effectively communicate, orally and in writing;
10. Ability to effectively supervise and direct the activities of staff;
11. Ability to write reports, business correspondence; complete accurate records of appraisals;
12. Ability to interact with local officials and professionals, coworkers and the public in a courteous, tactful manner.

Equipment operation includes: telephone, copier, calculator, facsimile machine, personal computer and mobile devices. Note: Any position might not use all of the tools and equipment listed.

Physical demands and typical working conditions

The physical demands and work-environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work might be performed indoors or outdoors during standard day-shift hours. However, work hours will include varied hours and/or additional hours, as needed. Noise level is usually moderate. Work requires interaction with the general public, and might be stressful when dealing with irate citizens and/or time constraints.

The work requires some physical activity, including extended periods of sitting and reaching, frequent standing, walking, kneeling, bending and crouching.

An incumbent must have the ability to transport himself/herself to and from various locations throughout the Assessor/Register of Deeds Office and other locations in Douglas County.

An incumbent must have the ability to frequently lift and/or carry files and other materials weighing up to 25 pounds, and must possess the hand-eye coordination and manual dexterity necessary to handle documents, and operate computers and other equipment necessary to perform the essential functions of this job.

Required sensory abilities include vision, hearing and touch. Visual abilities, correctable to normal ranges, include close vision, distance vision, and the ability to focus. Communication abilities include talking, and hearing within normal ranges.

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This job offers the following benefits:

- Dependent-care spending accounts
- Health-care spending accounts
- Pension plan
- Accidental death and dismemberment
- Dental
- Dependent life insurance
- Employee assistance program (EAP)
- Life insurance
- Long-term disability
- Maternity/paternity/family leave
- Medical
- Prescription drug plan
- Supplemental insurance
- Vision—
- Voluntary life insurance
- Bereavement pay
- Credit union
- Health fair
- Paid holidays
- Paid vacations
- Sick leave
- Wellness program

To be considered for this position, please submit the following on or before July 31, 2017:

- Letter of interest
- Resume

Submit application package to:

Diane Battiato, Douglas County Assessor/Register of Deeds
Omaha-Douglas Civic Center
1819 Farnam St., H-09
Omaha, NE 68183-0009
E-mail: diane.battiato@douglascounty-ne.gov
Or fax to: 402-996-8015

Applicants selected for interviews normally will be called, or otherwise notified within one week of selection.

“Douglas County is an EOE – M/F/Vets/Disabled”.