

Dubuque County Examining Board

Accepting Applications and Resumes for

Dubuque County Assessor

The Dubuque County Examining Board is now accepting applications and resumes for the position of full time County Assessor. Candidates are invited to apply online at <https://www.governmentjobs.com/careers/dubuquecounty>. All candidates must submit a resume along with their online application. The deadline for applying is Friday, February 5, 2021 at 3:00 p.m. (CST).

Enclosed is the County Assessor job description detailing the duties and qualifications for the position.

If you have any questions, please contact the Dubuque County Human Resources Department at (563)589-4441 from 8:00 a.m. – 4:30 p.m. Monday-Friday.

Dubuque County Assessor Job Description

Revision Date: Jan 14, 2021

DEFINITION:

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

The County Assessor establishes goals, objectives, priorities, quality standards and procedures within the policy directives set by the Dubuque County Conference Board and the Iowa Department of Revenue, and in accordance with applicable state and local statutes and requirements of the appraisal profession.

The 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 Dubuque County to ensure that no property is overlooked and that the value and classification of all properties are equitable and proper.

The assessor shall devote full time to the duties of the Assessor's office and shall does not engage in any occupation or business interfering or inconsistent with such duties.

PUBLIC RELATIONS DUTIES:

- Works to build and establish relationships with other department heads and employees.
- Works with staff members to create positive working relationships with taxpayers and the general public that interacts with the office.
- Uses Facebook or other social media applications to keep the public informed about office functions and activities.
- Monitors and reviews ways to better serve the users of the assessor's office.

GENERAL DUTIES

- 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. Included is to make these records available by internet websites when feasible.
- 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.

- Annually, turns over the completed assessor's books and records required for the preparation of the tax list to the county auditor when the board of review has concluded its hearings and cooperates with the auditor's office in the preparation of the tax lists.
- Determine proper 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 not later than April 1.
- 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.

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.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and understand blueprints, legal descriptions, and appraisals.
- Knowledge and skill to understand and implement the 3 approaches to value; (Cost, Income, and Market).
- Familiarity with ESRI products and the ability to utilize the functionality in the county's GIS.
- Deep understanding on the functionality of the county's Computer Assisted Mass Appraisal program (Vanguard).
- The ability to motivate and build teamwork within/between office staff.
- Knowledge of Microsoft Office products, including Word, Excel and PowerPoint.
- Possess a valid driver's license and insurance.
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen, hearing screen/test and Iowa DOT drug screen prior to employment.