

ELECTED OFFICIALS

MICKEY PENDERGRASS
County Judge

CANDA REESE
County and Circuit Clerk

JOHN MONTGOMERY
Sheriff

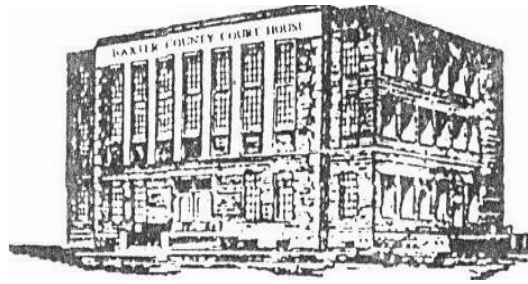
TERESA SMITH
Collector

JENAY MIZE
Treasurer

JAYME NICHOLSON
Assessor

CHARLES L. SLATER, JR.
County Surveyor

BRADLEY HAYS
County Coroner



COUNTY OF BAXTER
ONE EAST SEVENTH STREET
MOUNTAIN HOME, ARKANSAS 72653

QUORUM COURT

Gary Smith
District 1

Lucille Soltysik
District 2

Rick Steiner
District 3

Col William J. Lucas
District 4

James Kerr, Jr.
District 5

Tink Albright
District 6

Marilyn Williamson
District 7

Edna Fusco
District 8

Neal Pendergrass
District 9

Kevin Litty
District 10

Ty Chapman
District 11

JOB VACANCY NOTICE

DATE POSTED: JANUARY 5, 2018 (CLOSES JANUARY 19, 2018)

POSITION: **DEPUTY ASSESSOR – LEVEL III**

DEPARTMENT: ASSESSOR'S OFFICE

PAY GRADE: 19

SALARY: \$10.57-12.64 PER HOUR DEPENDING ON APPLICABLE EXPERIENCE WITH FULL COUNTY PAID BENEFITS

SEE ATTACHMENT FOR JOB DESCRIPTION.

***Experience with metes and bounds legal descriptions is essential, GIS/CAD experience would be preferred**

INTERESTED PERSONS SHOULD SUBMIT APPLICATION AND RESUME TO:

Baxter County Human Resources
1 East 7th Street, 2nd Floor - Suite 201
Mountain Home, AR 72653

Or

Baxter County Assessor's Office
#6 East 7th Street
Mountain Home, AR 72653

Baxter County Government is an Equal Opportunity Employer.

BAXTER COUNTY

JOB DESCRIPTION

JOB TITLE: DEPUTY ASSESSOR – LEVEL 3 Pay Grade 19 Base Salary Start \$10.57

Department: Assessor's Office

Supervisor: Assessor or Chief Deputy

Date Prepared: December 02, 2016

Position: Post Date 01/05/2018

Close Date 01/19/2018

SUMMARY:

Delegate is under the direction of the Assessor or if the Assessor is out of the office the Chief Deputy and is responsible for maintaining ad valorem assessment records for Baxter County Assessor's office. The Arkansas Constitution, legislative acts, statutory requirements, Assessment Coordination Department, Baxter County and the Baxter County Assessor govern this position. ***Experience in metes and bounds Legal descriptions is essential, GIS/CAD experience would be preferred but not required. Starting salary is negotiable with education or experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES: May include any of the following. Other duties may be assigned.

- 1) This is an upper-level position that will require employee to be under general direction where a definite objective is set up and the employee plans and arranges own work, referring only in unusual cases to the supervisor. This person will not supervise anyone directly. In many cases the employee will be required to research the law and/or policies to confer with the Assessor or Chief Deputy if the Assessor is out of the office to reach a conclusion. The employee's advanced training in a particular area will be relied upon by upper management for input in decision making situations.
- 2) Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or the public at a higher degree.
- 3) Will have considerable responsibility with regard to general assignments in planning time, method, manner and/or sequence of performance of own work operations.
- 4) Will be regularly responsible for property where carelessness or error could result in negative public perception and possible financial loss. Continuous care and attention is required when handling is required when handling this property in order to provide first class public service.
- 5) Errors would normally not be detected in succeeding operations and could possibly affect the Count/Taxing Unit/Citizen relationship, involve re-work, or additional expenditures in order to resolve the error. The possibility of such errors could occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the County as a basis for making subsequent decisions, plans, or actions.

- 6) Will have generally regulated level of freedom to act on own with practices/procedures covered by well-defined policy and precedents with supervisory review. Could potentially have a medium to large monetary impact on appraised values which could affect dollars received by any or all of the taxing units. The level will have a definite impact on the organizations end result.
- 7) Will have regular contact with the general public and other outside representatives. May involve occasional self-initiated contacts that will require for lack of tact and good judgment.
- 8) Will be cross trained in other Deputy Levels in order to fill in when needed so as to maintain uninterrupted work flow and to develop skills necessary to advance into a higher level position.

SUPERVISORY REQUIREMENTS:

This position will not have primary responsibility to supervise any staff but will have sufficient knowledge and skill so as to help train and give advice to others on policies and procedures, as well as, the laws, codes and any other governmental regulations which pertain to an action. May be assigned supervisory responsibilities when the Assessor and/or Chief Deputy is out of the office.

QUALIFICATION REQUIREMENTS:

To perform the job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND/OR EXPERIENCE:

High school diploma or equivalent, experience in computer data entry required. Additionally, must have effective communication skills (including spelling and grammar). Required to complete special training for Assessment Coordination Department (ACD) certification as Assessor directs and learn the Computer Assisted Mass Appraisal (CAMA) and/or Personal & Business Property Assessment Software (Win-Pers) and any other programs as added or desired by the Assessor.

OTHER SKILLS AND ABILITIES:

Represent the Assessor and County in a professional, respectable manner at all times. Perform general office procedures and operate office equipment (i.e. Computers, printers, calculator, copiers, fax and telephone. Be familiar with Microsoft Word and Excel. Must be very detailed oriented, high analytical ability, excellent attendance record, and good attitude and highly motivated.

WORKING RELATIONSHIPS:

Work with the Assessor's Office personnel, Collector's Office, other Assessor Offices throughout the State, other county and governmental agencies and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to sit for long periods of time each day, reach with hands and arms, constant repetitive motion, use hands and handle or feel objects/controls, talk and hear. The employee is required to stand and be able to squat, bend over at the waist, perform other physical movements necessary to pick up boxes of paper and forms and move as required (up to 25 pounds). Specific vision abilities required by this position include close and distant vision.

WORK ENVIRONMENT:

The work environment is a busy office setting. Interaction with employees and public is routine, the individual must have the ability to work and concentrate in a busy, active environment; maintain multitask assignments accurately, take instruction and directions with flexibility; meticulous keyboarding skills; ability to sit for long periods; willing to be a team member and support fellow employees. The individual must be able to maintain composure when confronted by a sometimes hostile and verbally abusive public.