



Name		Department	Planning, Development and Assessment
Position Title	Deputy City Assessor	Reports To	Chief Assessor
FLSA	Exempt	Unit	Non-represented
Pay Grade	14		

Purpose of Position

The Deputy City Assessor position is intended to support the Chief Assessor and the overall functions within the Assessment department. This position will discover, list, value and defend taxable real and personal property within the City of La Crosse both vacant and improved. This position will determine market value appraisals of all types of properties, including, but not limited to, commercial, multi-residential, mercantile, recreational, and institutional real and personal property. The position of the Deputy City Assessor will provide leadership, training, and development to the assessment team. The Deputy City Assessor will assist with assessment valuations and ensure they are completed in accordance with state statutes and the Wisconsin Property Assessment Manual (WPAM) and will provide active leadership through the assessment year as it relates to meeting statutory and office deadlines.

Essential Duties & Responsibilities

The following duties are normal for this position. The duties and responsibilities are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned.

- Performs various duties of the Assessor in their absence.
- Assist in mentoring, training staff and staff development.
- Coordinates assessment work of Appraisers and evaluates employee work performance on a regular and ongoing basis; provide coaching and mentoring; Assist Chief Assessor with staff performance evaluations.
- Collaborates with the Chief Assessor in devising policies to meet immediate and long-term goals.
- Assists with filing reports and completing the annual assessment roll.
- Responsible for data collection and valuation of all classes of property.
- Sketch buildings, lots and improvement dimensions and calculate square footage and/or acreage. Review building plans related to building permit field work.
- Conduct meetings with property owners and/or their representatives and agents.
- Prepare assessment appeals cases and testify before the Board of Review, circuit court or the Department of Revenue. Collaborate with the Chief Assessor in reviewing and presenting appeals.
- Analysis of confidential income and expense form and rent roll information to calculate a net operating income to derive an income-based valuation for all assigned commercial properties.

The City of La Crosse is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

- Develop reports and public relations materials to educate and meet the requests of the public, administration, elected officials, and department supervisors.
- Perform statistical analysis, sales ratio studies to track current levels/ratios and make the appropriate changes to the Computer Aided Mass Appraisal System (CAMA).
- Conduct statistical modeling of assigned commercial and residential properties in Computer Aided Mass Appraisal System (CAMA) and corresponding land analysis during maintenance and revaluation years to maintain an appropriate level of value.
- Review sale validation for the State and the CAMA system to maintain accuracy.
- Assist with the completion of all State mandated reports, including Municipal Assessment Report, TID Assessment Reports and all required Statement of Assessments.
- Gather all information and documents regarding parcel land splits and land combinations. Verify and process new parcel creations to assign an assessed value.
- Assist in CAMA software training.
- Regular attendance is required.

Additional Duties & Responsibilities

While the following tasks are necessary for the work of the department, they are not an essential part of the purpose of this position and may also be performed by other department staff.

- Attend meetings and speaking engagements as needed.
- Other duties as assigned.

Minimum Training & Experience Requirements

- Bachelor's degree in a field relating to property valuation or related field or five (5) years of experience in appraisal and law principles including a strong background in commercial valuation of complex commercial properties.
- Department of Revenue Assessor II Certification required.
- Department of Revenue Assessor III Certification preferred or able to obtain within twelve (12) months of hire.
- Prior experience in real property valuation; residential, commercial, and personal property valuation required.
- Prior experience in training, staff development, supervision and performance management preferred.
- Experience with CAMA software preferred.
- Board of Review experience, case preparation and defense; residential and commercial preferred.
- Prior experience in modeling residential and commercial data in preparation for revaluations and defense of assessed values required.
- Proficiency in Microsoft Excel preferred.

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- Proficient knowledge of the WPAM, State statutes and Marshall & Swift Valuation as they are related to property valuation and the assessment process required.
- Familiarity with the filing of State reports preferred.
- Must possess a valid driver's license and availability of a properly insured personal vehicle for use on the job required at time of hire and throughout employment – mileage reimbursement is provided.

Physical & Mental Requirements

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.
- Ability to advise and provide interpretation to others how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a wide variety of descriptive data and information such as invoices, time sheets, requisitions, purchase orders, budget reports, department statistical reports, department forms, meeting agenda, meeting minutes, regulations, blueprints, correspondence, and general operating manuals.
- Ability to communicate orally and in writing with department personnel, various city departments, the public, department governing committee/board members, vendor representatives, Common Council, news media representatives and the public.

Mathematical Ability

- Ability to add, subtract, multiply, and divide, and calculate percentages, fractions, and decimals.

Judgement and Situational Reasoning Ability

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

Physical Ability

- Ability to operate a variety of office equipment including computer terminal, telephone, photocopier, and printer.
- Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry.
- Ability to exert light physical effort in sedentary to light work, but which may involve some stooping, crouching, lifting, carrying, pushing, and pulling.
- Ability to recognize and identify individual characteristics of colors, shapes and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

- Ability to work under safe conditions where exposure to environmental factors such as repetitive computer keyboard use, and irate individuals poses a very limited risk of injury. Additionally, may be conditions where electrical currents, fumes, odors, dusts, gases, and extreme temperatures are present on occasion.