



Chief Assessor

Class Code:
Chief Assessor

CITY OF LA CROSSE
Established Date: Mar 23, 2020
Revision Date: Nov 30, 2022

SALARY RANGE

\$34.56 Hourly

DESCRIPTION:

Purpose of Position

The purpose of positions in this classification is to discover and list commercial, residential and agricultural real and personal property; value property for assessment purposes according to Wisconsin Statutes Chapter 70; and defend assessment value and methods.

Distinguishing Characteristics

Incumbents perform commercial and other more complex appraisal work compared to Property Appraiser positions. The work is performed under the general direction of the City Assessor.

Essential Duties and Responsibilities

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

Determines property value implementing cost, income and market considerations. Analyzes property sales data.

Inspects real properties to determine building features, construction quality, materials, type of construction, function, etc. Measures buildings, sketches buildings, reviews blueprints, building permits and other documents relevant to property appraisal. Compiles economic data and other data unique to property for assessment purposes from owner/operators.

Lists new construction, value and adds to assessment rolls. Interprets legal descriptions, aerial photos, flood plain, topographical and zoning maps to maintain plat maps.

Provides information to taxpayers regarding assessment review and explain laws, assessment process and valuation methods.

Reviews submitted fee appraisals.

Prepares Board of Review appraisals. Testifies at Board of Review and circuit court proceedings regarding assessments.

Maintains knowledge of assessment techniques, requirements and procedures to maintain certification; and construction trends, economic trends and local market factors affecting property values. Attends Department of Revenue assessor training and participates in continuing education required to maintain certification and perform classification duties.

Reviews real estate sales records and listings for valuation purposes.

Conducts computer-assisted sales and dispersion studies and comparison studies for individual appraisals. Conducts depreciation studies to establish valuations and fair market estimate.

Assists City departments regarding annexation and tax description issues.

Represents the City Assessor in his/her absence.

Reviews appraisals completed by others for City acquisitions.

Additional Tasks and Responsibilities

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

Enters data to computer records.

Answers telephone inquiries.

Schedules appointments.

Photocopies records cards and other documents.

Maintains rental property data files.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate degree in Property Appraisal or related field, Bachelor's degree in Finance or related field preferred; three to five years experience in real estate valuation, property listing or related field; or any combination of education and experience that provides equivalent knowledge, skills and abilities. Wisconsin Assessor II certification and valid motor vehicle operator's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory data and information such as financial statements, assessor's records, sales survey analysis, blueprints, building permits, maps, aerial photos, statistical reports, income statements, building sketches, property assessment rolls, cost

estimating manuals, real estate appraisal textbooks, trade periodicals, real estate case law, statutes, procedures, guidelines and non-routine correspondence.

Ability to communicate orally and in writing with taxpayers, Board of Review, attorneys, department personnel, Common Council, real estate brokers, judges and other city agencies.

Mathematical Ability

Ability to calculate and interpret percentages, fractions, decimals, volumes, ratios, present values and spatial relationships. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, tape measure, drafting instruments, calculator, camera, computer terminal, photocopier, computer printer and telephone.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as drawing and data entry.

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation, temperature variations or extremes, traffic hazards, disease and/or animals may cause discomfort and poses a limited risk of injury.

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.