

VENTURA COUNTY ASSESSOR INVITES APPLICATIONS FOR:

**Supervising Assessor's Technician
0977ASR-09AB (MSN)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$21.10 - \$27.01 Hour \$3,657.36 - \$4,681.45 Monthly \$43,888.38 - \$56,177.35 Annually

This posting is for the Ventura County Assessor; vacancy location is Ventura and may require travel throughout Ventura County.

POSITION INFORMATION

Under general direction of the Manager-Assessment Services, supervises the daily operation of an assessment support unit comprised of paraprofessional and clerical employees. Resolves difficult taxpayer issues and assists the Manager-Assessment Services with special projects and performs other duties as assigned.

Distinguishing Characteristics: This is the supervisory-level class in the Assessor's Technician class series. Incumbents in this classification are responsible for supervising the day-to-day operations of an assessment unit. It is distinguished from the Manager-Assessment Services class in that the latter is responsible for program administration, resource allocation, strategic planning, and policies and procedures for a major section comprised of multiple units. Supervising Assessor's Technician differs from the Assessor's Technician III class in that the latter performs advanced journey-level paraprofessional work and serves as a lead person over lower-level Assessor's Technicians.

EDUCATIONAL INCENTIVE: Possible educational incentive of 2.5%, 3.5%, or 5% based on completion of Associate's, Bachelor's, or Master's degree.

BILINGUAL INCENTIVE: Possible bilingual incentive depending on the applicable MOA and the needs of the department.*

AGENCY/DEPARTMENT: Assessor

Supervising Assessor's Technician is represented by Service Employees' International Union (SEIU) and is not eligible for overtime compensation.

The eligible list established from this recruitment may be used to fill current and future regular, temporary, fixed-term, intermittent, and extra-help vacancies for this position within the Assessor's Office. There is currently one vacancy.

OPENING DATE: August 4, 2009

CLOSING DATE: Continuous

Examples Of Duties: Duties may include, but are not limited to the following:

- Plans, organizes, and directs the activities of an assessment support work unit to ensure timely, accurate, and efficient processing of documents and records in support

of assessment and appraisal determination;

- Trains and instructs staff on property tax laws, rules and regulations, processes and procedures, systems, logs, and documents that are applicable to the work unit;
- Schedules, assigns, and reviews work performed by staff to ensure compliance with technical and assessment standards. Provides guidance and assistance in resolving difficult problems or issues;
- Conducts performance reviews of staff members assigned to the section. Evaluates the need for and recommends disciplinary actions when appropriate;
- Investigates and answers inquiries and complaints from property owners, tax agents developers, title companies, and organizations on matters relating to the unit functions, roll production, or staff members. May personally perform the most difficult and complex paraprofessional work;
- Assists the Manager-Assessment Services in identifying specific employee development needs and requirements. Prepares, directs, and coordinates employee development programs;
- Prepares statistical weekly and monthly reports for management;
- Assists in establishing standards and procedures for unit operations to facilitate intra- and inter-departmental workflow;
- May attend meetings and functions on behalf of the Manager-Assessment Services; and
- Performs other duties as required.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE:

Progressively responsible experience in a paraprofessional field which has led to the acquisition of the required knowledge and abilities. The required knowledge and abilities can be obtained by a minimum of four (4) years of experience as an Assessor's Technician or a comparable class in an assessor's office in the State of California, one (1) year of which must have been in a lead capacity.

NECESSARY SPECIAL REQUIREMENTS:

- **Driver License:** A valid California driver license is required at the time of appointment and must be maintained throughout employment.
- **Conflict of Interest Statement:** In accordance with the Political Reform Act of 1974, incumbents at all levels will be required to file an annual Conflict of Interest Statement.

EXAMINATION PROCESS

FINAL FILING DATE: This is a CONTINUOUS RECRUITMENT and CAN BE CLOSED AT ANY TIME. Your APPLICATION MUST BE RECEIVED by Ventura County Human Resources Division in Ventura, California, NO Later THAN 5:00 p.m. on the date the recruitment is closed.

To apply on-line, please refer to our web site at www.ventura.org/hr. If you prefer to fill out a paper application form, please call (805) 654-5129 for application materials. Our address is: County of Ventura, Human Resources Division, 800 S. Victoria Ave., Loc#1970, Ventura, CA 93009. We do not accept resumes in lieu of our application form, nor do we accept any application materials via email.

Applicants should provide sufficient information under the Education/Work Experience portion of the application and Supplement Questionnaire, if applicable, in order to determine eligibility. A resume may be attached to supplement your responses in the above-referenced sections; however, it may not be submitted in lieu of the application.

APPLICATION EVALUATION- 100%: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue through the screening and selection process.

***SPANISH FLUENCY EXAMINATION:** For positions requiring bilingual skills, candidates will be expected to take and pass a Spanish/English fluency examination with a score of seventy percent (70%) or higher.

Candidates successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

BACKGROUND INVESTIGATION: Applicants may be subjected to a thorough background investigation which may include inquiry into past employment, education, credit, criminal background information, and driving record.

For further information about this recruitment, please contact Monique Nowlin by e-mail at monique.nowlin@ventura.org or phone at (805) 654-2574.