

LANCASTER COUNTY
SENIOR FIELD ADMINISTRATOR

NATURE OF WORK

This is responsible professional work assisting in supervising and coordinating the County Assessor/Register of Deeds Office and the real property appraisal and assessment in the County Assessor/Register of Deeds Office.

Work involves assisting the Chief Field Deputy in establishing and maintaining all real property appraisal and assessment, and for administration and supervision of the appraisal staff and GIS/Parcel Maintenance staff. Supervision is received from the County Assessor/Register of Deeds with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

Assists in the supervision of the activities of the real property appraisal section; may assign, review, and coordinate the work of the appraisal staff.

May assist the Chief Field Deputy in all litigation before any assessment review boards, e.g. Tax Equalization and Review Commission and Courts.

Assists in coordinating the GIS/Parcel maintenance and appraisal divisions of the office.

Analyzes and institutes techniques to ensure uniform appraisal methodology.

Instructs and trains appraisal staff in the appraisal and assessment of real property.

Assists in the development and updating of computer programs relating to appraisal and assessment.

May assist the Chief Field Deputy in administering public relations policies and issues as prescribed by the County Assessor/Register of Deeds.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of appraisal methods and techniques.

Thorough knowledge of real estate terminology and instruments of transfer.

Considerable knowledge of property tax laws.

Ability to plan, assign and coordinate the work of subordinate appraisers and support staff members.

Ability to establish and maintain effective working relationships with taxpayers, public officials, co-workers and the general public.

Ability to analyze complex data.

Ability to prepare clear and concise reports and testimony.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in law, math, business administration, public administration, or related field plus 2 years of experience appraising real property and in tax evaluation functions, and 6 months of supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of an Assessor's Certificate as issued by the State of Nebraska, Department of Revenue Property Tax Administrator.

Possession of Appraiser General Certification credential as issued by the State of Nebraska Real Estate Appraiser Board or International Association of Assessment Officers AAS, CAE or RES designation.

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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