

Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Chief County Assessor
DEPARTMENT: Assessment/Tax Claim

GENERAL DESCRIPTION OF DUTIES

This is administrative work managing the Beaver County Office of Assessment and Tax Claim. Work involves the assessment of all County real estate parcels, maintenance of all records, collection of all taxes, disbursement to municipalities, school districts and other political entities, acquisition and sale of property on behalf of the County and management of the office and staff. The Director is the County's Chief Assessor and is appointed by the Board of Commissioners. Individual taxpayers appeal assessments and taxes through the courts.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Assigns, reviews, plans and coordinates the work activities of others. Provides work instruction and employee training. Maintains work standards and evaluates employee work performance. Responds to employee issues and grievances. Recommends and/or approves the selection, transfer, promotion, salary increase, discipline and/or discharge of employees.

Administer the County's assessments as required by law including establishment of appraisal methods, revisions to the assessment role and annual closing and certification of the assessment role.

Develops procedures consistent with applicable law for the assessment of real property and the maintenance of all assessment records, maps, plans, surveys, etc., for the county and its municipalities and school districts.

Creates automated systems for the storage and retrieval of all assessment data and creates various reports and analyses.

Provides expert testimony in tax appeals in the Court of Common Pleas.

Conducts appraisals, the annual tax sales of properties and advises the county on real estate acquisition and sale.

Provides reports, analyses and projections on a scheduled and as needed basis to the Commissioners, municipalities, school districts and the Court of Common Pleas.

MARGINAL FUNCTIONS

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

Serves on special task forces and teams, such as bridge easements and right-of-way, etc.

Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Minimum Bachelor's degree in business or public administration with Master's level course work in the field; Master's degree preferred; supplemented by minimum five (5) years previous experience and/or training that includes real estate appraisal, assessment work, and supervisory experience; or an equivalent combination of education, training, and experience.

SPECIAL REQUIREMENTS

A valid Driver's License.
Certified Pennsylvania Evaluator certification.
General Appraisers Certification.

Beaver County, Pennsylvania is an Equal Opportunity Employer that provides equal employment opportunities to applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees to discuss potential accommodations with the employer.