

# Position Description

## County of Knox, Indiana

**Position:** Field Deputy

**Department:** Assessor

**Work Schedule:** 8:00 am- 4:00pm M-F with 1-hour lunch

**Job Category:** COMOT (Computer, Office machine operation, Technician)

**Date Written:** February 2014

**Status:** Full-Time

**Date Revised:** December 2022

**FLSA Status:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Knox County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process of perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent services as Field Deputy for the Knox County Assessor's Office, responsible for entering data, maintaining related records, and assisting the public and taxpayers.

### **Duties**

\*Conducts on-site visits and evaluations of properties and taxable improvements relating to real estate, mobile homes, and appeals. Pictures are taken and required to be downloaded to proper parcel. Explains technicality of assessments according to State Tax Board Regulations. Inspects and confirms new structures and inputs sketches for structures and improvements to proportion, including verifying permit and removals, entering data and maintaining applicable records accordingly.

\*Verifies information and computations for accuracy on property record cards. Maintains list of items needing destroyed.

\*Enters required information into computer for calculations and prints individual property record card. Processes and mails forms for necessary corrections.

\*Assists taxpayers, answering questions, researching information on computer, filing proper forms, locating and researching various records, and printing requested information.

\*Performs related duties assigned.

### **Job Requirements and Difficulty of Work:**

\*High School Diploma or GED

\*Possession of or ability to obtain and maintain a Level II Assessor/Appraiser and ability to attend all training courses/classes required by the Department to maintain required certifications.

\*Thorough knowledge of Indiana Tax law, assessment/appraisal techniques, and proper filing of tax forms, and ability to read and understand legal codes and apply Indiana real property assessment guidelines established by the Department of Local Governance Finance (DLGF)

- \*Working knowledge of standard office procedures and computer programs used by the department and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.
- \*Working knowledge of standard English grammar, spelling and punctuation, and ability to complete Department forms and prepare correspondence and written reports as required.
- \*Knowledge of basic filing system and ability to maintain accurate and complete department files and records.
- \*Ability to operate standard office equipment, including computer, calculator, copier, telephone, and required field equipment.
- \*Ability to effectively communicate orally and in writing with co-workers, other county departments, taxpayers and the general public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- \*Ability to comply with all employer and department polices and work rules, including but not limited to, attendance, safety drug-free workplace, and personal conduct.
- \*Ability to provide public access to or maintain confidentiality of department records and information according to state requirements.
- \*Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in written or oral form.
- \*Ability to analyze, evaluate, compile, collate or classify data, and apply knowledge of people and/or locations.
- \*Ability to plan and layout assigned work projects, and read and interpret detailed prints, sketches, layouts, specifications, and maps.
- \*Ability to perform arithmetic calculations, and compute/calculate, such as taxes and assessments.
- \*Ability to occasionally travel out of town for continuing education classes.
- \*Possession of a valid Driver's license

### **Responsibility:**

Incumbent performs standard, recurring duties according to department policies and procedures with work priorities primarily determined by supervisor and/or seasonal deadlines. Incumbent receives indirect supervision with assignments guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Decision as always determined by specific instructions or existing, well established polices and procedures. Errors in incumbent's work are usually prevented through procedural safeguards. Undetected errors may result in loss to other agencies or the public.

### **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other county departments, taxpayers, and the general public for purpose of exchanging information and explaining/interpreting state codes, policies, and procedures.

**PHYSICAL EFFORT & WORK ENVIRONMENT:**

Incumbent performs a majority of duties in a standard office environment and/or outdoors conducting field assessments, involving exposure to varying weather conditions and on-site construction. Regular duties involve, sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, keyboarding, close/far vision, depth perception, handling/grasping objects, speaking clearly, and hears sounds/communication. Incumbent occasionally travel out of town for continuing education classes.

**APPLICATION/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Field Deputy for the Assessor’s Office describes the duties and responsibilities for the employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type name