

County Contract No.

Department  
County Administrative Officer

# TRINITY COUNTY

Board Item Request Form

2010-02-02

# 6.02

**Contact**

Monica Stygar

**Phone**

623-1325

**Requested Agenda Location**

County Matters

**Requested Board Action:**

Approve the job description and allocate position of Deputy County Clerk/Recorder/Assessor at Range M240 in the Clerk/Recorder/Assessor Office; and authorize the recruitment and hiring of an Deputy County Clerk/Recorder/Assessor.

**Fiscal Impact:**

Approximate cost in salary and benefits per month would be \$7,490.

Motion:\_\_\_\_\_ Second\_\_\_\_\_ Roll Call: Ayes:\_\_\_\_\_ Nays:\_\_\_\_\_ Tabled To:\_\_\_\_\_

Action:

Notes:

## STAFF REPORT

Subject: New Position for a Deputy Clerk/Recorder/Assessor

Date: January 20, 2010

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**ISSUE:** SHOULD THE BOARD approve a new position of Deputy Clerk/Recorder/Assessor and authorize recruitment for the position

### ALTERNATIVES INCLUDING FINANCIAL IMPLICATION:

#### Option 1:

Approve the position and recruitment of a Deputy Clerk/Recorder/Assessor.

There are 11 counties out of the 58 in this state that have combined the offices of Clerk, Recorder and Assessor. All but Trinity have at least one Deputy, most have at least 2. It is reasonable and necessary for succession planning to have a person in addition to the department head, that is knowledgeable and capable of handling the duties and responsibilities of all of these departments.

The funding for this position is already included in the 2009-10 budget.

#### Option 2:

Deny the request.

### RECOMMENDATION:

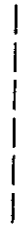
I recommend that the Board of Supervisors approve the position and recruitment.

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**CAO RECOMMENDATION:** Concur:  Yes  No  
Comments:

County Clerk/Recorder/Assessor

Deanna L. Bradford



Deputy Clerk/Recorder/Assessor



Appraiser I

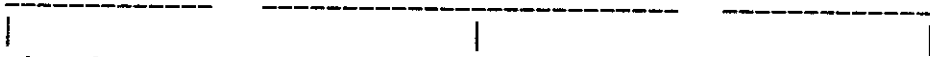
Joanne Simmons

Assessment  
Technician II

Joy Brady

Account Clerk I

Rebecca Duncan



<b>Asst Assessor</b>	<b># months</b>	<b>Sal/Mo</b>	<b>Total Sal</b>	<b>Soc Sec</b>	<b>Grp Ins</b>	<b>Def Comp</b>	<b>UI</b>	<b>Post Empl</b>	<b>WC</b>	<b>Ret misc</b>	
M232A	1	4260	4260	326	492	128	35	381		1149	
			0	0	0					0	
			0	0	0					0	
<b>Sub Totals</b>	<b>1</b>	<b>4260</b>	<b>4260</b>	<b>326</b>	<b>492</b>	<b>128</b>	<b>35</b>	<b>381</b>	<b>104</b>	<b>1149</b>	<b>\$ 6,876</b>

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## **DEPUTY COUNTY CLERK/RECORDER/ASSESSOR**

### **DEFINITION**

Under administrative direction, assists the County Clerk/Recorder/Assessor in directing the administrative activities and functions of the County Clerk/Recorder/Assessor office; and does other work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a full supervisory and management class and assists the County Clerk/Recorder/Assessor in maintaining a program of planning, organizing, coordinating and directing the appraisal and assessment of real and personal property in the County. The Assessor/Recorder/County Clerk serves as principal assistant to the County Clerk/Recorder/Assessor and is responsible for recommending policies, planning long-term programs, projecting budgeting and handling difficult administrative decisions.

### **REPORTS TO**

County Clerk/Recorder/Assessor

### **CLASSIFICATIONS SUPERVISED**

Account Clerk I, II, Assessment Technician I, II and Mapping and Title Technician.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)***

Assists the County Clerk/Recorder/Assessor in planning, coordinating, organizing, directing and reviewing work of appraisers and technicians engaged in the evaluation of real and personal property; assists the County Clerk/Recorder/Assessor in the performance of departmental administrative duties; researches and gathers data for reports; prepares reports and correspondence regarding departmental business; reviews budgetary requirements and supplies needed to operate the Clerk/Recorder/Assessor Department; assists in the preparation and administration of the departmental budget; monitors expenditures; supervises, coordinates and directs general office activities; confers with subordinates in the department concerning evaluation of methods and techniques of assessment, planning and development of new methods and procedures and reviews work programs standards and progress; analyzes, evaluates and prepares oral and written recommendations on new and existing program procedures and systems; monitors and implements new statuses affecting the Recorder's Office, reviews legislation that affects the Recorder's office; directs and supervises the processing of complaints and appeals concerning assessment; reviews major complaints; assists in the selection, training placement and evaluation of departmental personnel; represents the department before appeals boards, courts, governmental representatives and other personnel when requested; coordinates service with the County Clerk/Recorder/Assessor staff; may act for the County Clerk/Recorder Assessor in his/her absence.

## **DEPUTY COUNTY CLERK/RECORDER/ASSESSOR - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office environment; continuous contact with other staff.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

Principles, methods and techniques of real and personal property evaluation.

Laws, rules and regulations governing real and personal property assessment, assessment practices and standards, modern office methods, practices and procedures including data processing.

Principles and practices of supervision and administration.

Principles and methods of organizing and preparing oral and written reports.

Budgetary theory, preparation and administration.

#### **Ability to:**

Plan, assign and direct the activities of a large technical and clerical staff engaged in assessment activities.

Direct a varied tax assessment and administrative program, supervise the development of effective evaluation techniques and equalization methods.

Prepare and administer a departmental budget.

Analyze reports and recognize the various factors affecting assessment values and the county assessment programs.

Present facts clearly and concisely, orally and in writing.

Establish and maintain effective public relations.

Make effective public presentations regarding work of the department.

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of experience equivalent to an Appraiser or higher level in Trinity County

OR

## DEPUTY COUNTY CLERK/RECORDER/ASSESSOR - 3

### **Training and Experience:** Continued

Graduation from an accredited four-year college or university with a major in accounting, business administration, economics or a closely related field.

Four years of responsible management level experience in fiscal administrative and/or analytical work, appraisal or managerial experience which must include major program planning, budgeting and supervision.

### **Special Requirements:**

None.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Trinity assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.*