

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Assessor

CLASS CODE: 1439

GENERAL DESCRIPTION OF DUTIES:

Incumbents plan and direct assessment of all taxable property within the city.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Fiscal Series – Assessment Management Group job family within the City of St. Louis. Incumbents perform a limited variety of complex duties. The distinguishing characteristics of this classification within the series include responsibility for planning and directing appraisal and assessment all taxable property with the city.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Prepares and submits two-year assessment plan to the State Tax Commission and Board of Aldermen. Oversees and approves forms, tax calculations, tax rate, assessment rolls and reports.

Chairs the Board of Equalization.

Directs State Tax Commission Appeals on behalf of the city. Negotiates appeal agreements.

Represents assessment functions to the community. Consults with city departments, community/business groups and various government agencies. Attends and participates in various meetings. Prepares and gives public presentations. Answers taxpayers' questions, complaints and comments.

Assists with auditing and processing personal property returns.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a large group of employees, including first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, computer terminal, calculator, fax machine, microfiche reader, still camera and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as tax appeals, tax reports, assessment plans, assessment rolls, complaints, statutes, ordinances, city charter, directories, assessor manual, maps, plats, personnel policies,

payroll records, performance evaluations, legal briefs, economic analysis, and organizational analysis.

Mathematical Aptitude:

Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Requires the ability to lift tax record/plat books weighing up to twenty pounds.

Requires the ability to stoop, bend and twist to retrieve plat books.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks to distinguish colors to read color-coded maps, to communicate with others and distinguish objects clearly.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.