



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Chief Assessor  
(29005)

Department of Human Resources  
PO Box 470  
Hanover, VA 23069  
Telephone (804) 365-6075  
Facsimile (804) 365-6334

*Department of Assessment*  
(29)

**Revision Date:** January 2008

**General Description:** This is an executive level professional position. The incumbent is a Department Head and performs difficult and complex tasks in administering the real estate assessment program.

**Organization:** The Chief Assessor reports to the Assistant County Administrator and directly supervises the Deputy Chief Assessor.

### **Essential Functions:**

- Supervises employees, performing related human resource functions and completing necessary paperwork.
- Directs financial operations of the department, including development and monitoring of budget.
- Develops policies and procedures which ensure compliance with applicable state/county/federal regulations and procedures.
- Establishes and maintains all necessary records and documents required by state law and local ordinances.
- Directs and supervises all real estate activities.
- Directs the annual reassessment of all real estate at fair market value.
- Ensures the maintenance of uniform and equitable assessments.
- Replies to inquiries from the public regarding real estate transactions.
- Holds public hearings, assessment reviews and Board of Equalization reviews as required by the Code of Virginia.
- Provides information to the County Attorney and appears in court cases regarding real estate transactions.
- Prepares reports and makes presentations as needed.

### **Working Conditions:**

- A. Hazards
- Potential danger around construction sites
- B. Environment
- Office – Primary
  - Field – Required to gather information, analyze and value property
- C. Physical Effort
- Minimal
- D. Exempt
- No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Extensive knowledge of the modern principles and practices of real property assessment; methods and modern techniques of appraising real property; laws, rules and regulations covering real property appraisal and assessment, required. Excellent analytical skills and ability to make sound judgments. Excellent written and oral communication skills. Ability to establish and maintain effective working relationships with department heads, County staff, government officials and the general public.

**Education, Experience and Training:** Bachelor's degree in a related field required with at least five (5) years of progressively responsible experience in related field, two (2) of which must have been in a supervisory or management position required; Satisfactory completion of a minimum of 150 hours of real estate appraisal courses required; Professional designation awarded by the Appraisal Institute, the American Society of Appraisers or the International Association of Assessing Officers required; Licensed and/or certification from the State of Virginia preferred. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities may be acceptable. .

### **Special Conditions:**

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Valid Commonwealth of Virginia Real Estate Appraiser License