

LANCASTER COUNTY
CHIEF ADMINISTRATIVE DEPUTY

NATURE OF WORK

This is responsible professional work supervising and coordinating the administrative functions in the County Assessor/Register of Deeds Office. This is an unclassified position.

Work involves direct responsibility for establishing and maintaining all administrative functions and for the supervision of the staff personnel except for the appraisal staff and GIS/Parcel Maintenance staff. Supervision is received from the County Assessor/Register of Deeds with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

Supervises the activities of the administrative aides and the clerical staff.

Be responsible for all budget and accounting functions of the office.

Responsible for any and all functions of the Register of Deeds activities, except for those duties that are directly related to the real estate appraisal functions. Instruct and train staff.

Supervise, instruct and train the Personal Property and Homestead Exemption staff. Responsible for development and updating of computer programs and procedures related to personal property and homestead exemptions.

Administers public relations policies and issues as prescribed by the County Assessor/Register of Deeds.

Coordinates the office goals and policies with the County Assessor/Register of Deeds and/or the Chief Field Deputy.

Will be involved with any and all legislative bills, Department of Revenue, Property Tax Administrator, and legislative hearings that affect the functions of the Assessor/Register of Deeds Office. Reports all legislative activities to the County Assessor/Register of Deeds and/or the Chief Field Deputy. Reports Department of Revenue, Property Tax Division new or proposed regulations, directives or communication to the County Assessor/Register of Deeds and/or the Chief Field Deputy.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of property tax and register of deeds laws and regulations.

Thorough knowledge of real estate terminology and instruments of transfer.

Ability to plan, assign and coordinate the work of subordinate support staff members.

Ability to establish and maintain effective working relationships with taxpayers, public officials, co-workers and the general public.

Ability to prepare clear and concise reports and correspondence.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in law, math, business administration, public administration, or related field plus considerable experience with real estate and tax related functions, and experience supervising subordinate personnel.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in law, math, business administration, public administration, or related field plus experience with real estate and tax related functions, and some supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of an Assessor's Certificate issued by the Property Tax Administrator.

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

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