

## ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada Mountain Range, Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas; quiet lakes and bubbling hot springs; cold mountain streams, winter snows and sunny summer skies; rolling sagebrush hills and vibrant wildflower meadows.



Best of all, this natural playground is matched with a complete range of amenities and activities making it an ideal place to get away from it all. Enjoy skiing, snowboarding, or biking down mountain trails; fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers shopping, dining, & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county

include Topaz, Coleville and Walker, which offer a more quiet and rural way of life, with shopping in nearby Gardnerville and Carson City, Nevada.

Commuting got you down? Looking for a lifestyle change with a great quality of life? The Mono County's Assessor's Office has a job for you. Mono County is a sparsely populated rural county that offers a great quality of life and recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra, enjoy working where you vacation.

-----  
**BENEFITS:** • **CalPERS Retirement**

2.5% @ 55 for current members of CalPERS; new members in CalPERS will be enrolled at 2% @ 62.

The employee pays their 7% CalPERS contribution. Mono County **does not** participate in Social Security except for the mandatory Medicare deduction.

### TO APPLY

Application materials may be received & returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**  
**hr@mono.ca.gov**

**Faxed and emailed applications will be accepted only if the original application is postmarked by the final filing date. Incomplete applications will not be considered.**

**SPECIAL NOTE:** *The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.*

## COUNTY OF MONO



## INVITES APPLICATIONS FOR

---

**Assistant Assessor**  
(Assessor's Office)

**At-Will position**

**FINAL FILING DATE:**

**Open Until Filled**

**SALARY: \$8,708/month**

*Equal Employment Opportunity Employer*

## THE POSITION

Under general direction, to assist with planning, coordinating, managing, and supervising the functions and operations of the County Assessor's Office; to provide technical support and guidance for professional property appraisal and support staff; and to do related work as required. This position is based in Bridgeport, and that will be the primary work location, with frequent travel to Mammoth Lakes as a temporary work location. This is a working position that will contribute to the overall productivity of the Assessor's Office.

### Typical tasks include, but are not limited to:

- Assists with planning, organizing, directing, and managing the functions and activities of the Assessor's Office;
- Assists with the development and implementation of the department goals, objectives, policies, and priorities;
- Provides supervision, coaching, training, preparation for staff advancement, and work evaluations for department staff;
- Assists with the selection and hiring of new staff;
- Plans and directs the work of staff in appraisal of commercial, residential, rural, farm, business property, Section 11, and possessory interests;
- Directs and coordinates the production and maintenance of the Assessment Roll;
- Represents the County Assessor at meetings and conferences as delegated;
- Explains policies to staff; provides advice, consultation, and assistance for appraisal in resolving the more unusual problems;
- Confers with property owners regarding appraisal methods and procedures and responds to concerns about property valuations;
- Performs the most complex, difficult, and sensitive appraisals as necessary;
- Coordinates Assessor's Office functions with other County departments and government agencies;
- Reviews, coordinates, and oversees all Appeal Applications, and appears before the Mono County Assessment Appeals Board as a representative of the Assessor's Office;
- Administration of Megabyte Property Tax System software;
- Serves as the Assessor when delegated.

Physical Requirements & Working Conditions: 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: computer, telephone, calculator, scanner and FAX.

## QUALIFICATIONS

### Ability to:

- Assist with preparation of the Department budget;
- Develop and implement and maintain uniform appraisal practices and standards;
- Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of all types of property;
- Develop and prepare clear, concise, and comprehensive recommendations and reports;
- Read and interpret maps, property descriptions, and legal codes;
- Plan and direct training programs for department personnel;
- Make mathematical calculations quickly and accurately;
- Communicate effectively both orally and in writing;
- Make effective presentations during assessment appeals;
- Explain a variety of appraisal methods, procedures, and policies to the public;
- Establish and maintain cooperative working relationships with staff, other departments and agencies, and the general public;
- Plan and supervise the work of others.

### Knowledge of:

- Philosophy, principles, and factors of property valuation for tax assessment purposes for all types of property and the methods and techniques for appraising businesses, personal property, business property, and trade fixtures;
- Methods for establishment and application of depreciation and replacement costs;
- Megabyte Property Tax System (MPTS) software;
- Accounting and auditing methods and techniques;
- Laws, court decisions, and regulations affecting the appraisal of all types of property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and the Assessor's Handbook;
- Appraisal factors affecting agricultural property and preserves, and conservation easements;
- Organization, procedures, and responsibilities of the County Assessor's Office;
- Establishment and implementation of equitable appraisal standards;
- Budget development and control;
- Principles of project planning, development, coordination, and direction; Principles of public administration, management, staff supervision, employee training and work evaluation;
- Microsoft Word, Excel, PowerPoint, and Access;
- Williamson Act/CLCA.

**MINIMUM 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: A Bachelor's degree in political science, accounting, business administration or related field is required and five (5) years of professional appraisal experience in a supervisory or management capacity in a County Assessor's Office. Special Requirements: Possession of, or ability to obtain, an appropriate valid driver's license.

## THE EXAM PROCESS

### SUPPLEMENTAL QUESTIONNAIRE

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably-qualified applicants to be invited to the oral examination. It is expected that you will be as complete & specific as possible. Your answers should be submitted on 8½" x 11" paper, typed, and submitted with your completed employment application.

***Applications submitted without a completed supplemental questionnaire will not be considered.***

1. Please describe your experience working as a manager in the Assessor's Department. Include your job duties and responsibilities, number of staff supervised, and include one outcome you are particularly proud of.
2. Describe a complex and difficult appraisal assignment, in detail. Describe the methodology used including the development of capitalization rates (if applicable), comparable sales, or cost.
3. Describe a situation in which you interacted with a taxpayer/property owner who was unhappy or angry with their valuation. Describe how you reacted to the taxpayer, and the outcome of the interaction.
4. Tell us about an instance where you appeared before the Assessment Appeals Board; what were the details of the disagreement, and what was the outcome? What did you learn?