

# JOB POSTING

## Lake County Auditor's Office

### Position Description

<b>Position Title:</b>	<b>Deputy Auditor – Appraisal Manager</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Supervisor:</b>	<b>Chief Deputy Auditor</b>	<b>Employment Status:</b>	<b>Full-Time</b>
<b>Wage:</b>	<b>Dependent on Experience/ Qualifications</b>	<b>Regular Hours:</b>	<b>8:00am – 4:30 pm Monday-Friday</b>

**Send resumes to: [mpennell@lakecountyohio.gov](mailto:mpennell@lakecountyohio.gov)**

#### **JOB DESCRIPTION**

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##### **Summary/Objective:**

Under direction of the Auditor: oversees procedures and personnel involved in real property valuation; performs statistical analysis of real property values; prepares and files report as required by statute and rule; creates and provides additional analysis and oversight in the name of public good; represents department at public hearings; responsible for training and teaching of staff.

Perform statistical analysis to insure uniform, consistent and equitable valuation; develop, maintain and calibrate the appraisal model; develop and maintain an operation manual. Ensures all parcels of land and buildings in the county have values applied in a uniform and consistent manor; oversee processing of related documents; oversee and coordinate training of appraisers in real property appraisal techniques and approaches; oversee appraisals and reviews resulting from taxpayer appeals or requests from the court, prosecutor, or commissioners; processes formal complaints for the Board of Revision; acts as expert witness in hearings before the Tax Appeals Board (State of Ohio), Court of Common Pleas, Board of Revision, prosecutor, courts, and Department of Tax Equalization.

Supervises personnel in appraisal section of the Auditor's office (e.g., train employees, schedule and assign work, evaluate performance, recommend discipline or commendation, approve or deny leave requests, etc.). Prepares or supervises preparation and submission of records, reports, and other documentation in compliance with the Department of Tax Equalization.

##### **Essential Functions:**

Reasonable accommodations may be able to enable individuals with disabilities to perform the essential functions.

1. Serve as a member of the Management Team.
2. Plan, develop, organize, implement, direct and evaluate the Appraisal Department within the Lake County Auditor's Office.
3. Directs the appraisal operations of the Auditor's office; prepares or oversees preparations of the annual valuation abstract to be submitted to the Ohio Department of Taxation.
4. Oversees the integrity of all real property and manufactured home records for all of Lake County.
5. Oversee systems, protocol, and procedures are in place to ensure the quality, equalization, and integrity of the real property and manufactured home records.
6. Maintain a high level of engagement with current and evolving governmental regulation on local, state and federal levels to assure timely implementation and compliance with existing developing law applying to tax assessment.
7. Enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operational effectiveness of the Lake County Auditor's office.
8. Establish credibility throughout the Lake County Auditor's office and Lake County as an effective developer of solutions to business challenges.
9. Provide technical assessment advice and knowledge to others within the real estate assessment discipline within the scope of the Auditor's office responsibilities.
10. Continual improvement of the Auditor's office processes through education of department managers on issues pertaining to software/financial changes/regulation changes.
11. Be an advisor from a user perspective on any contracts into which Lake County may enter or Requests for Proposals related to real estate appraisal and or assessment.

12. Evaluate the appraisal division structure and team plan for continual improvement of the efficiency and effectiveness of the group, as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals.
13. Work directly with the Ohio Department of Taxation as related to the Lake County real estate assessments and valuations.
14. Coordinates department communication and work between the Auditor's departments and outside departments.
15. Completes special projects as requested by Lake County Auditor.
16. Represents the Lake County Auditor's office when necessary outside of office hours. Must maintain the ability to exhibit a cooperative and participant management style inside and outside the office with staff and citizens.

**Supervisory Responsibility:**

This position is Deputy Auditor – Appraisal Manager. This position is responsible for the direct supervision of the Appraisal Department. This position also works closely with the Chief Deputy to assist with any required duties.

**Physical Demands:**

*The physical demands described here 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.*

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; type; write/post to printouts and forms; use calculator; file ; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift supplies and materials; work with detailed documents and printed forms, the employee must be able to stand, walk, sit, talk or hear , use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl and reach with hands and arms; may occasionally be required to lift up to 25 pounds; and is required to be able to use close vision and adjust visual focus.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

This job operates in an administrative/management office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to use /direct automated information systems to prepare financial data and produce required reports. As well as the ability to compose routine letters, memos and similar correspondence using word processing is required.

**Preferred Education and Experience** *this position minimally requires the following:*

1. Minimum of eight (8) years' experience in the mass appraisal field and business operations, including supervision and management increasingly responsible in business, fiscal, and interpretive services.
2. Bachelor's Degree or equivalent experience, from an accredited university.
3. Experience with the mass appraisal practices within the State of Ohio and at the County level preferred. Strong organizational, analytical and problem-solving skills. Demonstrates attention to detail; high need for precision and accuracy.
4. Experience in personal computer applications as related to business and fiscal practices. Special emphasis on advanced knowledge in: spreadsheet, word processing, and data base programs as related to use, application, and design for a high level of business and fiscal organization and function.

**Certificates and/or Licenses:**

- 1) Must possess a valid Ohio Driver' s License. Must have a clean driving record and be able to drive a county-owned vehicle for any required duties/tasks.
- 2) Ohio Certified Appraiser preferred. Either General or Residential certification. Membership in the International Association of Assessing Officers is required. Must have successfully passed the required IAAO Course 300 as required by O.R.C. 5713.012 and complete required continuing education.

**Required Training:**

All Lake County Auditor's office employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, workplace harassment, Ethics training and open records/ Sunshine training.

**Other Duties:**

Must abide by all laws and conduct all business in an ethical manner both personally and professionally. Ability to work irregular schedule. A pre-employment Background Check and Drug Test may be required. Perform related duties as apparent or assigned.

The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position.

**Send Resume to:**

Persons interested in the position should send resume to Michele Pennell, Chief Deputy Auditor, at [mpennell@lakecountyohio.gov](mailto:mpennell@lakecountyohio.gov) or 105 Main Street, PO Box 490, Painesville, Ohio 44077.

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***LAKE COUNTY AUDITOR'S OFFICE  
AN EQUAL OPPORTUNITY EMPLOYER***