



PERSONNEL ADMINISTRATION COMMITTEE

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Peter Iversen
Marty Hawk
Geoff McKim

PERSONNEL ADMINISTRATION COMMITTEE AGENDA - **AMENDED**

Tuesday, April 2, 2024 at 12:00 PM (Noon)

HR-Council Conference Room and Teams Connection

[Click here to join the meeting](#)

Meeting ID: 292 940 213 494

Passcode: UUX87t

- The public’s video feed will be turned off by the Technical Services Department meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.

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“Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, E Sensenstein, (812) 349-7314, esensenstein@co.monroe.in.us, as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public.”

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. RE-ELECTION OF OFFICER

4. ASSESSOR’S OFFICE, Judith Sharp

Review of WIS Recommendations

Assistant Administrator to the PTABOA Level 2 (formerly Administrative Assistant to PTABOA)

Administrator to the PTABOA Level 3 (formerly Administrative Assistant to PTABOA)

GIS Assessment Administrator (New Position)

GIS Assessment Specialist

Sales Disclosure Specialist

Market Data Analysis Administrator (formerly titled Sales Disclosure Supervisor)

Property Director (formerly titled Reassessment Property Specialist Supervisor)

Assistant Property Director (New Position)

Real Estate Reassessment Specialist

Personal Property Specialist Supervisor

Personal Property Assessment Specialist

Floating Assessor Specialist (New Position)

5. **APPROVAL OF SUMMARY MINUTES AS PRESENTED**
-February 6, 2024

6. **ADJOURNMENT**

Waggoner Irwin Scheele
& Associates INC

MEMO

DATE: April 1, 2024
TO: Kimberly Shell, Council Administrator
FROM: Lori Seelen and Ethan Crenshaw
SUBJECT: Reclassification Requests – Assessor

As requested, Waggoner, Irwin, Scheele and Associates (WIS) reviewed the reclassification and new positions requests from the Monroe County Assessor's Office.

1. Assistant Administrator to the PTABOA/Deputy-Level 2

This is a job description update and classification review request. The position is currently classified at COMOT C Non-exempt. The job description has been revised and the position is responsible for coordinating all real and personal property appeals, including tax exempt and homestead deduction, property valuation on residential, commercial, new construction, industrial, and agricultural and providing guidance with business personal property, manufactured homes, classified forest, and sales disclosures. This position reports directly to the Assessor.

Added job duties include: Creating technical drawings based on specifications and calculations.

Added job requirements include: High school diploma or high school equivalent. Associate degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 2 or Level 3 Assessor/Appraiser certification.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 505 COMOT factor points. Therefore, it is recommended that the changes be adopted and the position be reclassified at COMOT D Non-exempt and compensated within the COMOT D pay range.

2. Assistant Administrator to the PTABOA/Deputy-Level 3

This is a job description update and classification review request. The position is currently classified at COMOT C Non-exempt. The job description has been revised and the position is responsible for coordinating the appeals process and supervising all real and personal property appeals, including tax exempt and homestead deduction, and property valuation on residential, commercial, new construction, industrial, and agricultural.

Added job duties include: Coordinating all functions of the Property Tax Assessment Board of Appeals (PTABOA); and Reviewing contracted Commercial Advisor on commercial appeals.

Added job requirements include: High school diploma or HSE. Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 3 Assessor/Appraiser certification.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 545 COMOT factor points. Therefore, it is recommended that the changes be adopted and the position be reclassified at COMOT D Non-exempt and compensated within the COMOT D pay range.

3. GIS Assessment Administrator/Deputy

This is a new position request. The job description has been created and the position will be responsible for coordinating the use of Geographical Information System (GIS) for assessment purposes, transferring of real estate property, processing splits and transfers, calculating land valuation assessments including home sites, tillable land, classified forestry, woodland, and other agricultural land.

Job duties for the positions include: Performing various Geographic Information Systems (GIS) assessment duties; and Coordinating GIS usage for department.

Job requirements for the position include: High school diploma or HSE. Associate degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 3 Assessor/Appraiser certification.

We have assessed this position respective of other positions in the COMOT job category and factored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 505 COMOT factor points. Therefore, if the position is approved, it is recommended that the position be classified at COMOT D Non-exempt and compensated within the COMOT D pay range.

4. GIS Assessment Specialist/Deputy

This is a job description update and classification review request. The position is currently classified at COMOT C Non-exempt. The job description has been revised and the position is responsible for coordinating the use of Geographical Information System (GIS) for assessment purposes, transferring of real estate property, processing splits and transfers, calculating land valuation assessments including home sites, tillable land, classified forestry, woodland, and other agricultural land.

Added job duties include: Performing GIS assessment duties; and Assisting GIS Administrator in managing integration of real estate property tax system data into INCama.

Added job requirements include: High school diploma or HSE. Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

We have assessed this position relative to other positions in the COMOT job category and reclassified the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 465 COMOT factor points. Therefore, it is recommended that the changes be adopted and the position remain classified at COMOT C Non-exempt and compensated within the COMOT C pay range.

5. Sales Disclosure Specialist/Deputy

This is a job description update and classification review request. The position is currently classified at COMOT B Non-exempt. The job description has been revised and the position is now responsible for managing sales disclosures filed in the County and providing data used for real estate assessed values.

Added job duties include: Investigating sales validity using MLS, GIS, and other Realtor market resources to determine compliance; and Approving sales disclosures submitted through e-filing and hard copies received from title companies, attorneys, and citizens.

Added job requirements include: High school diploma or HSE. Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

We have assessed this position relative to other positions in the COMOT job category and reclassified the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 465 COMOT factor points. Therefore, it is recommended that the changes be adopted and the position be reclassified at COMOT C Non-exempt and compensated within the COMOT C pay range.

6. Market Data Analysis Administrator/Deputy

This is a job description update and classification review request. The position is currently titled Sales Disclosure Supervisor and classified at COMOT C Non-exempt. The job description has been revised and the position is now responsible for managing sales disclosures and market research related to Monroe County, providing, and analyzing data used for real estate assessed values to facilitate the proper assessment of all county properties, and supervises, mentors and trains assigned staff.

Added job duties include: Supervising assigned staff; and Mentoring and training staff on the proper handling of sales transfers.

Added job requirements include: High school diploma or HSE. Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of Level 3 Assessor/Appraiser Certification.

We have assessed this position relative to other positions in the COMOT job category and reclassified the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 505 COMOT factor points. Therefore, it is recommended that the changes be adopted and the position be reclassified at COMOT D Non-exempt and compensated within the COMOT D pay range. It is also recommended that the job title change be approved.

7. Property Director

This is a job description update and classification review request. The position is currently titled Reassessment Property Specialist Supervisor and classified at COMOT C Non-exempt. The job description has been revised and the position is now responsible for overseeing property valuation on agricultural, residential, commercial, industrial, and new construction, advising on Business Personal Property, Mobile Homes, Appeals and Sales Disclosures, and supervising all divisions within the Assessor's Office and advises Assessor in personnel decisions.

Added job duties include: Assuming all responsibilities of the Chief Deputy Assessor in their absence; Overseeing all aspects of the Monroe County Assessor's property division; and Supervising assigned personnel.

Added job requirements include: High school diploma or HSE, Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 3 Assessor/Appraiser certification.

We have assessed this position respective of other positions in the COMOT and PAT job categories and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for PAT positions.

Recommendation: We factored the position at 290 PAT factor points. Therefore, it is recommended that the changes be adopted and the position be reclassified at PAT A Non-exempt and compensated within the PAT A pay range. It is also recommended that the job title change be approved.

8. Assistant Property Director/Deputy

This is a new position request. The job description has been created and the position will be responsible for the reassessment of non-movable property valuation on residential, commercial, industrial, and new construction and assisting the public and assisting the Property Director in processing reports, providing quality control, and tracking progress in new construction and reassessment logs.

Job duties for the position include: Coordinating with local building departments to obtain applicable permits and blueprints; Reviewing and ensuring permits are assigned the correct parcel numbers and; Creating permit log and necessary documentation for valuation vendors, delegating valuation vendors assignments and tracking progress toward completion of assignments, verifying valuation vendors information for accuracy.

Job requirements for the position include: High school diploma or HSE, Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 2 or Level 3 Assessor/Appraiser certification.

We have assessed this position respective of other positions in the COMOT job category and factored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 505 COMOT factor points. Therefore, if the position is approved, that the position be classified at COMOT D Non-exempt and compensated within the COMOT D pay range.

9. Real Estate Reassessment Specialist/Deputy

This is a job description update and classification review request. The position is currently classified at COMOT C Non-exempt. The job description has been revised and the position is now responsible for the reassessment of non- movable property valuation on residential, commercial, industrial, and new construction and assisting the public.

One job duty has been added: Obtaining and analyzing building blueprints, along with field team data to create technical drawings based on specifications and calculations.

Added job requirements include: High school diploma or HSE, Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 465 COMOT factor points. Therefore, it is recommended that the changes be adopted and the position remain classified at COMOT C Non-exempt and compensated within the COMOT C pay range.

10. Personal Property Specialist Supervisor/Deputy

This is a job description update and classification review request. The position is currently classified at COMOT C Non-exempt. The job description has been revised and the position is now responsible for maintaining Business Tangible Personal Property, Annually Assessed Mobile Home records, verifying accuracy of related documentation, assisting the public, and supervising assigned staff.

Added job duties include: Supervising assigned staff; Coordinating with other Departmental Supervisors to identify departmental needs, departmental short-term and long-term goals and; Developing plans for implementation of identified goals.

Added job requirements include: High school diploma or HSE, Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 505 COMOT factor points. Therefore, it is recommended that the changes be adopted and the position be reclassified at COMOT D Non-exempt and compensated within the COMOT D pay range.

11. Personal Property Assessment Specialist/Deputy

This is a job description update and classification review request. The position is currently classified at COMOT C Non-exempt. The job description has been revised and the position is now responsible for maintaining Business Tangible Personal Property, and Annually Assessed Mobile Home records, verifying accuracy of related documentation, and assisting the public.

Added job duties include: Conducting personal property inventory and moving expense estimates and; Entering personal property information into assessment software.

Added job requirements include: High school diploma or HSE, Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

We have assessed this position respective of other positions in the COMOT job category and refactored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 465 COMOT factor points. Therefore, it is recommended that the changes be adopted and the position remain classified at COMOT C Non-exempt and compensated within the COMOT C pay range.

12. Floating Assessor Specialist/Deputy

This is a new position request. The job description has been created and the position will be responsible for maintaining Business Tangible Personal Property, and Annually Assessed Mobile Home records, verifying accuracy of related documentation, as well as the reassessment of non-movable property valuation on residential, commercial, industrial, and new construction.

Job duties for the position include: Conducting personal property inventory and moving expense estimates and; Entering personal property information into assessment software.

Job requirements for the position include: High school diploma or HSE, Associates degree and/or related previous experience preferred and; Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser Certification.

We have assessed this position respective of other positions in the COMOT job category and factored the position using the Factor Evaluation System (FES) job classification point factor guide charts for COMOT positions.

Recommendation: We factored the position at 465 COMOT factor points. Therefore, if the position is approved, it is recommended that the position be classified at COMOT C Non-exempt and compensated within the COMOT C pay range.

Items 9 and 11 "current" classification is incorrect. Per the MCG 2024 Salary Ordinance, below is the current classification and level for:

Item 9: Real Estate Reassessment Specialist - COMOT B, Non-Exempt

Item 11: Personal Property Specialist - COMOT B, Non-Exempt

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Assistant Administrator to the PTABOA/Deputy-Level 2
DEPARTMENT: Assessor
WORK SCHEDULE: As Assigned
JOB CATEGORY: COMOT D (*Computer, Office Machine Operation, Technician*)

DATE WRITTEN: September 1995
DATE REVISED: February 2024

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Administrator to the PTABOA/Deputy-Level 2 for the Monroe County Assessor's Office and is responsible for coordinating all real and personal property appeals, including tax exempt and homestead deduction, property valuation on residential, commercial, new construction, industrial, and agricultural and providing guidance with business personal property, manufactured homes, classified forest, and sales disclosures.

DUTIES

Creates technical drawings based on specifications and calculations within blueprints, produces drawings of digital layers using computer assisted draft (CAD) based assessment software, generates final computer drawings of residential building outlines for property valuation information and updates property record cards, including new construction homes and verifying data from field reviews.

Performs reassessment of parcels in multiple taxing units.

Performs immediate on-site evaluations regarding taxpayer concerns by verifying data accuracy through inspections of the property.

Maps route, schedules appointments, and collects data, makes data corrections, maintains database, and distributes new assessment paperwork.

Performs on-site evaluations of damaged properties due to natural disasters and potentially unsafe conditions (i.e., flooding, storms, tornados, fire, and former clandestine labs), including obtaining insurance documentation, evaluating amount of damage to property, correcting assessments accordingly and maintaining accurate records of properties that need reassessed once damage is remediated.

Conducts informal hearings with taxpayers in accordance with state law verifying accuracy of data, conducting market analysis, interpreting Uniform Standards of Professional Appraisal Practice (USPAP) Compliant Appraisals with the goal of resolution.

Coordinates Property Tax Assessment Board of Appeals (PTABOA) functions, including receiving property tax appeals, maintaining accurate records and files, scheduling hearings, and tracking progress of appeals.

Assists Assessor with research, reports, data collection/maintenance/analysis, and public meeting/hearing appearances, as assigned.

Analyzes appeal petitions to determine accuracy in accordance with state law and administrative requirements. Returns defective appeal petitions to taxpayer or taxpayer representatives with appropriate evaluation. Monitors deadlines for resubmitting petitions and sends notices of dismissal as appropriate.

Mails notices, ensuring appropriate addresses, notifying parties of PTABOA hearings, including taxpayers, taxpayer representatives, attorneys, and witnesses.

Processes assessment photos, verifying parcels have accurate data and communicating with software vendors to properly upload images to INCama and GIS, and verifying data has been uploaded to INCama and GIS systems.

Creates Income Models within the INCama software, based on market research, including generating reports to identify all units, sending correspondence to owners to request actual income data, using collected data to restructure income and expenses, and analyzing data to determine the best valuation method for income producing properties.

Develops Sales Comparison analyses within the INCama software that will be used to defend assessments throughout the appeals process.

Tracks appeal changes, over the 4-year reassessment cycle, based on appeal freeze legislation.

Assists in rental analysis process to develop a GRM (Gross Rent Multiplier) annually based on research of rental information.

Conducts agricultural land analysis, utilizing the Geographic Information Systems (GIS), including researching United States Department of Agriculture (USDA) Soil ID Overlay reports.

Processes applications for non-taxable exemptions, including reviewing, investigating, and determining validity. Applies cost tables to arrive at assessed value of residences and mails notifications annually as required.

Maintains communication with the Department of Local Government Finance (DLGF), Indiana Board of Tax Review (IBTR), and Indiana Tax Court. Educates staff on various ongoing State, Tax Court and Legislative changes, and House and Senate bills and proceedings.

Assists Auditor's Office in identifying properties within the Tax Increment Financing (TIF) district that are under appeal, assisting in providing reports that show possible property taxation loss to county.

Represents Assessor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.

Performs duties of other office staff as required. Assists other department personnel in entering residential and commercial data on computer and making corrections to property sketches.

Attends departmental meetings as requested.

Attends continued education courses to maintain State required professional certifications.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or high school equivalent. Associate degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 2 or Level 3 Assessor/Appraiser certification.

Working knowledge of reading and interpreting blueprints with the ability to draft technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers using computer assisted draft (CAD) based assessment software.

Working knowledge of State of Indiana property tax code, appeals process, and assessing principles according to the International Association of Assessing Officials (IAAO) and techniques and ability to apply such knowledge to a variety of interrelated process and tasks.

Working knowledge of GIS computer procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of County land areas and applicable state and local codes and terminology.

Working knowledge of State and County Laws regarding real estate, deduction, and associated legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Working knowledge of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, calculator, (FTR) recording software, and virtual communication software.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, taxpayer representatives, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, often with frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours and travel out of town for training/conferences, sometimes overnight.

Ability to testify in legal proceedings/court as required.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY

Incumbent performs duties according to a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making assessment valuation decisions. Errors in incumbent's work are prevented through legally defined procedures and detected by supervisory review and/or notification from other departments and/or agencies. Undetected errors may result in loss of money and/or loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with other co-workers, other County departments, attorneys, taxpayer representatives, and the public for a variety of purposes, including explaining, and interpreting departmental procedures and assuring proper accomplishment of duties.

Incumbent reports directly to Assessor.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment, in a vehicle, and in the field, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving.

Incumbent is exposed to normal hazards associated with driving a vehicle and working in the field, including exposure to inclement weather.

Incumbent occasionally works extended hours and travels out of town for the purpose of training/conferences, occasionally overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

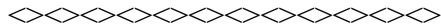
The job description for the position of Assistant Administrator to the PTABOA/Deputy-Level 2 for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

Performs reassessment of parcels in multiple taxing units, collaborating with multiple departments within the county to ensure proper data, and communicating with contracted vendors to verify reassessment data.

Performs on-site evaluations regarding taxpayer's concerns by verifying data accuracy through inspections of the property as assigned. Responsible for mapping route, scheduling appointments, measuring, and collecting data, making corrections, maintaining database, and mailing new assessment paperwork.

Performs on-site evaluations of damaged properties due to natural disasters and potentially unsafe conditions (i.e., flooding, storms, tornados, fire, former clandestine labs). Including obtaining insurance documentation, evaluating amount of damage to property, correcting assessments accordingly and maintaining accurate records of properties that need reassessed once damage is remediated.

Acts as legal assistant for the Property Tax Attorney for all appeals (PTABOA, Indiana Board of Tax Review, Indiana Tax Court, and Indiana Supreme Court).

Creates Income Models within the INCama software, based on market research. Runs reports to identify all units, sends correspondence to owners to request actual income data, uses collected data to restructure income and expenses, and analyzes data to determine the best valuation method for income producing properties.

Researches, develops, and maintains a GRM (Gross Rent Multiplier) annually, based on research of rental information.

Assists Auditor's Office in identifying properties within the TIF (Tax Increment Financing) district that are under appeal, providing reports that show possible property taxation loss to City/County.

Represents the Assessor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.

Communicates with attorneys, tax representatives, appraisers, rental companies, title companies, judges, state, and county officials, while maintaining a level of professionalism.

Utilizes the GIS, conducts Agricultural land analysis, including researching Soil ID Overlay reports. Assists taxpayers in filing Classified Forest and Personal Property Farm Forms.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or HSE. Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 3 Assessor/Appraiser certification.

Working knowledge in reading and interpreting blueprints with the ability to draft technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers using computer assisted draft (CAD) based assessment software.

Working knowledge of state of Indiana property tax code, appeals process, and assessing principles according to the IAAO (International Association of Assessing Officials) and techniques and ability to apply such knowledge to a variety of interrelated process and tasks.

Working knowledge of GIS computer procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of County land areas and applicable state and local codes and terminology.

Working knowledge of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, calculator, (FTR) recording software, and virtual communication software.

Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, taxpayer representatives, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours and travel out of town for training/conferences, sometimes overnight.

Ability to testify in legal proceedings/court as required.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY

Incumbent performs duties according to a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making assessment valuation

decisions. Errors in incumbent’s work are prevented through legally defined procedures and detected by supervisory review and/or notification from other departments and/or agencies. Undetected errors may result in loss of money and/or loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with other co-workers, other County departments, attorneys, taxpayer representatives, and the public for a variety of purposes, including receiving daily assignments, explaining, and interpreting departmental procedures, and rendering service.

Incumbent reports directly to Assessor.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment, in a vehicle, and in the field, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving. Incumbent is exposed to normal hazards associated with driving a vehicle and working in the field, including exposure to inclement weather.

Incumbent occasionally works extended hours and travels out of town for the purpose of training/conferences, occasionally overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

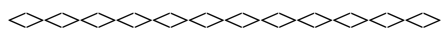
The job description for the position of Administrator to the PTABOA/Deputy-Level 3 for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____No_____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: GIS Assessment Administrator/Deputy
DEPARTMENT: Assessor
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: COMOT D (*Computer, Office Machine Operation, Technician*)

DATE WRITTEN: February 2024

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as GIS Assessment Administrator/Deputy for the Monroe County Assessor's Office, responsible for coordinating the use of Geographical Information System (GIS) for assessment purposes, transferring of real estate property, processing splits and transfers, calculating land valuation assessments including home sites, tillable land, classified forestry, woodland, and other agricultural land.

DUTIES

Performs various Geographic Information Systems (GIS) assessment duties, including but not limited to creating and editing printed and digital maps within the ESRI based software, providing GIS products and information for reports and presentation, creating, maintaining, and updating databases for valuation and location comparisons.

Coordinates GIS usage for department, including using ortho maps and land use tables and operating GIS digital mapping computer software, including digitizing ownership, mapping numbers, soil identification, and proper use and locations for assessment purposes.

Collaborates with GIS and INCama software vendors in developing customized software for use in department operations and educates and trains staff members on assessment and GIS software and procedures.

Maintains and updates property records with land splits, combinations, surveys, plats, annexations and transfers, new and additional assessments, and changes for all townships in County, including entering information as digital and hardcopy files. Generates property assessment records for newly platted subdivisions and parcels.

Assists the Property Director in the research, investigation, and creation of new neighborhood groupings, land values and related factors based on extensive market research on newly platted developments or stratified existing subdivisions.

Receives applications for classified forest and manually converts classified forest survey GIS processes to manually convert a classified forest survey into a digital footprint to identify USDA soil types, land use types, and eligibility of land being assigned Classified Forestry by the State of Indiana Department

of Natural Resources (DNR), as well as remaining non-classified forest agricultural land. Maintains contact with DNR forester on new applications, and violations of classified forest requirements.

Calculates back taxes and penalties for withdrawals from Classified Forestry program.

Conducts research of legal documents including but not limited to deeds, surveys, resolutions, court orders, declarations, plats, covenants and restrictions, mortgages, leases, and contracts to ensure correct platting of property descriptions, and property in use.

Coordinates with local planning departments to obtain new and updated location address, update parcels with legal description, ownership, and new location addresses in INCama system and uses GIS to review and ensure addresses are assigned to the correct parcel numbers.

Assists the Property Director in analyzing building blueprints and creating technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers using computer assisted draft (CAD) based assessment software and generates final computer drawings of residential and commercial building outlines for property valuation information and updates to property record cards.

Conducts informal hearings with taxpayers in accordance with state law verifying accuracy of data, conducting market analysis, reading, and interpreting Uniform Standards of Professional Appraisal Practice (USPAP) Compliant Appraisals with the goal of resolution.

Reconciles conflicting land assessment information and data with appropriate boundary geometries per recorded survey and GIS mapping components. Edits land size or type in INCama system to updated information in GIS.

Reviews and determines validity and valuation of a solar or geothermal deduction application. Assigns and calculates tax caps for land and structures for homestead deductions and provides Auditor with appropriate deductible assessment values.

Prepares reports and monthly check and balances to maintain accurate records and discover potential improvements to procedures, quality control, time management, and accuracy.

Creates and manually generates comprehensive data reports by request from various county, city, state, and private individuals for a variety of assessment related topics accurately, timely, and professionally.

Represents the Assessor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.

Coordinates all business and Economic Development deductions, tax abatements and Enterprise Zone Investment deductions, including administering these programs collaboratively with County Council, City of Bloomington, and Bloomington Urban Enterprise.

Interprets abatement resolutions from the governing bodies of Monroe County, The City of Bloomington, and the Town of Ellettsville. Collaborates closely with and educates the Economic Revitalization representatives of the governing bodies, other county departments, tax representatives, taxpayers and attorneys on procedures, guidelines, required State forms, and State

mandated deadlines and tracks the abatement from submission of the application to the final year of the approved abatement.

Exchanges information frequently with other County departments.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or HSE. Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 3 Assessor/Appraiser certification.

Working knowledge in reading and interpreting blueprints with the ability to draft technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers using computer assisted draft (CAD) based assessment software.

Working knowledge of Indiana State property tax code, assessing principles as determined by the International Association of Assessing Officials, and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Working knowledge of County land areas and applicable state and local codes and terminology, with ability to accurately read, interpret, and use land documents.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Working knowledge of GIS hardware, software, and usage, including ability to read related maps and input data.

Working knowledge of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, and calculator.

Thorough knowledge of legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Thorough knowledge of drafting, geometry, trigonometry, and related practices, procedures, and equipment, with ability to accurately review and process property records, identify and resolve discrepancies, and prepare maps and drawings accordingly.

Thorough knowledge of Department computer systems and related programs, with ability to effectively enter and analyze data, process property information, and prepare plat maps and drawings accordingly.

Knowledge of departmental functions and office procedures and ability to properly maintain official department records and documents.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read/interpret detailed prints, digital and hand-made drawings, specifications, and maps.

Ability to maintain current knowledge of applicable statutes/guidelines, and GIS related applications by reading related publications and attending seminars, conferences, and/or meetings.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Department of Natural Resources (DNR), Indiana Department of Environmental Management (IDEM), and Department of Local Government Finance, realtors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and State of Indiana.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to occasionally testify in legal proceedings/court as required.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours and travel out of town for training/conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY

Incumbent performs a variety of duties according to a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making reassessment valuation decisions. Errors in decision or accuracy of work are readily detected by procedural safeguards or through periodic supervisory review of work. Undetected errors may result in loss of time and revenue within department and loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other local government departments, State agencies, Economic Revitalization Committees, realtors, attorneys, tax representatives, appraisers, title companies, contracted valuation vendors, software vendors, GIS vendors and the public for a variety of purposes, including explaining and interpreting departmental policy and ensuring proper accomplishment of duties.

Incumbent reports directly to Property Director.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment, in a vehicle, and in the field, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving.

Incumbent is exposed to normal hazards associated with driving a vehicle and working in the field, including exposure to inclement weather. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours and travels out of town for training/conferences, occasionally overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

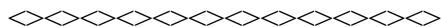
The job description for the position of GIS Assessment Administrator/Deputy for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

Conducts research of legal documents including but not limited to deeds, surveys, resolutions, court orders, declarations, plats, covenants and restrictions, mortgages, leases, and contracts to ensure correct platting of property descriptions, and property in use.

Receives, updates, and manages legal description, ownership, and location address changes, such as transfers, plats and surveys, and planning address reports.

Assists GIS Administrator and/or Assistant Property Director in coordinating with local planning departments to obtain new and updated location address. Updates parcels with new location addresses in INCama system. Uses GIS to review and ensure addresses are assigned to the correct parcel numbers.

Assists Property Director as needed with various data collection, assessment and digital rendering functions.

Assists Property Director with investigating market and sales data with buyers, sellers, real estate brokers, bankers, appraisers, other County Assessors, and additional professionals knowledgeable in real estate practices and activities to ensure valuation accuracy.

Conducts informal hearings with taxpayers in accordance with state law verifying accuracy of data, conducting market analysis, reading, and interpreting Uniform Standards of Professional Appraisal Practice (USPAP) Compliant Appraisals with the goal of resolution.

Serves as frontline customer service representative of behalf of the office, including aiding taxpayers in understanding property assessments, reviewing property cards, answering questions, explaining information, resolving complaints, and communicating with taxpayers using various methods such as mail, email, chat, text, telephone, virtual, and in person

Represents the Assessor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULT OF WORK

High school diploma or HSE. Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

Thorough knowledge of Indiana State property tax code, assessing principles as determined by the International Association of Assessing Officials, and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Working knowledge of reading and interpreting blueprints with the ability to draft technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers

using computer assisted draft (CAD) based assessment software.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Knowledge of departmental functions and office procedures and ability to properly maintain official department records and documents.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and State of Indiana.

Ability to effectively communicate orally and in writing with co-workers, other Monroe County departments, buyers/sellers, brokers, bankers, appraisers, realtors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compute/calculate, compile, collate, and coordinate data and make determinations based on data analysis.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours and evenings and travel out of town for training/conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

I. RESPONSIBILITY

Incumbent performs a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making reassessment valuation decisions. Errors in work are detected through supervisory review and notification from other departments or agencies. Undetected errors may result in loss of money and loss of time for correction.

II. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, County and other local government departments, State agencies, Economic Revitalization Committees, realtors, attorneys, tax representatives, appraisers, title companies, contracted valuation vendors, software vendors, GIS vendors and the public for a variety of purposes, including explaining and interpreting departmental policy and ensuring proper accomplishment of duties.

Incumbent reports directly to GIS Assessment Administrator

III. PHYSICAL EFFORT AND WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment, in a vehicle, and in the field, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving.

Incumbent is exposed to normal hazards associated with driving a vehicle and working in the field, including exposure to inclement weather. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours and evenings, and travels out of town for the purpose of training/conferences, occasionally overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of GIS Assessment Specialist/Deputy for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Sales Disclosure Specialist/Deputy
DEPARTMENT: Assessor
WORK SCHEDULE: As Assigned
JOB CATEGORY: COMOT C (*Computer, Office Machine Operation, Technician*)

DATE WRITTEN: January 2007 **STATUS:** Full-Time
DATE REVISED: February 2024 **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Sales Disclosure Specialist/Deputy for the Monroe County Assessor's Office, responsible for managing sales disclosures filed in the County and providing data used for real estate assessed values.

DUTIES:

Investigates sales validity using MLS, GIS, and other Realtor market resources to determine compliance to state mandated sales ratio standards.

Approves sales disclosures submitted through e-filing and hard copies received from title companies, attorneys, and citizens.

Serves as frontline customer service representative on behalf of the office to answer inquires, educate public on sales disclosure procedures, and approve sales disclosures submitted through e-filing and hard copies received from title companies, attorneys, and citizens.

Assists individuals with locating real estate, property identification numbers (PIN), addresses and property owners including verifying taxation amounts for various periods and parcels on owner request, preparing necessary forms and records related to the transfer of property deeds within the county, entering appropriate information into computer files, creating fees for processing and completion of transfer activities, working closely with the auditor and recorder offices as appropriate.

Collects and reviews sales disclosures forms after they are filed for completion and accuracy, inserts relevant information, including assessed valuations, neighborhood and property codes, and taxing districts, determines new construction status as required, verifies sales prices and determines validity, including contacting title companies, sellers, and/or buyers and enters sales disclosure information in Computer Assisted Mass Appraisal Software provider.

Distributes quality-controlled sales data for use on the GIS website. Discloses appropriate sales information to local media sources for publication.

Utilizes GIS to update and maintain sales disclosure records for public release, including sales date, price, buyer, and seller information. Reviews disclosures to comply with confidentiality laws. Analyzes GIS data to help determine sales validity.

Investigates homestead deductions and fee requirements on transfers, reviewing deeds to confirm compliance with state law.

Conducts research of legal documents including but not limited to deeds, surveys, resolutions, court orders, declarations, plats, mortgages, leases, and contracts to ensure correct platting of property descriptions and property in use.

Distributes information and responds to inquiries from the public, title preparatory offices, attorneys, and other county offices in how to properly use sales disclosures to transfer property interests. Answers questions to train individuals for state compliance.

Assists with reassessment projects as needed.

Attends departmental meetings as requested.

Attends continued education courses to maintain State required professional certifications.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or HSE. Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

Comprehensive application of software used in the Assessor's, Auditor's, Building, Planning, Recorder and Treasurer's offices.

Thorough knowledge of State of Indiana property tax code, sales disclosure regulations, and assessing principles to as determined by the International Association of Assessing Officials (IAAO) and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Working knowledge of GIS computer procedures and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of State and County laws regarding real estate, deduction, and associated legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to a specific task.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Knowledge of current real estate market by reading related publications. Participates in continued education required by State Law to maintain job certifications throughout the year.

Knowledge of all computer software programs used by the Assessor, Recorder, and Auditor's offices.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Knowledge of English grammar, spelling, and punctuation and the ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, scanner, and calculator.

Knowledge of departmental functions and office procedures and ability to properly maintain official department records and documents.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and the State of Indiana.

Ability to compute/calculate, compile, collate, and coordinate data and make determinations based on data analysis.

Ability to effectively communicate orally and in writing with co-workers, other County departments, title companies, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours and travel out of town for training/conferences, sometimes overnight.

II. RESPONSIBILITY

Incumbent performs a variety of duties according to a formal schedule with priorities determined by seasonal deadlines and service needs of the public. Errors in incumbent's work are prevented through procedural safeguards and are detected through supervisory review and/or notification from other departments/agencies. Undetected errors may result in loss of money and/or loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other local government departments, title companies, attorneys, and the public for a variety of purposes, including explaining and interpreting departmental policy and assuring proper accomplishment of duties.

Incumbent reports directly to Market Data Analysis Administrator

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment and in the field, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours and travels out of town for the purpose of training/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

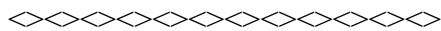
The job description for the position of Sales Disclosure Specialist/Deputy for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

Collaborates with contracted valuation vendors, investors and business owners to investigate commercial sales and assessments to effectively equalize commercial class groups across the county to better represent market values for proper assessment.

Maintains and continually updates all county sales records, manages the filing system of current and past sales, analyzing data for patterns and errors that affect assessed values throughout the county, prepares, provides quality control, and transmits monthly data files to Department of Local Government Finance, Legislative Services Agency, and other County departments as required, researches, corrects, and submits data not deemed compliant by DLGF, and prepares reports annually and performs checks and balances prior to submitting reports to state as required.

Completes a monthly reconciliation of all sales to ensure accuracy of data and to look for discrepancies and patterns that could affect county-wide assessment, updating and communicating changes as necessary.

Integrates tax system data into assessment system (INCama) and serves as quality control for transfer, legal description, and plat data.

Investigates homestead deductions and fee requirements on transfers, reviewing deeds to confirm compliance with state law.

Communicates with software vendors to identify departmental needs, resolves problems, and determine solutions.

Utilizes GIS to update and maintain sales disclosure records for public release, including sale date, price, buyer and seller information. Reviews disclosures to comply with confidentiality laws, analyzes GIS data to determine market factors throughout the county for trending purposes and sales validity, assists with data creation, editing and maintenance of GIS and INCama, correcting errors and communicating issues with other county offices and GIS/INCama when appropriate.

Measures and collects departmental assessment and/or valuation data, reviews permits, administers quality control, and ensures the value on a parcel is accurate which contributes to county-wide ongoing reassessment for new construction and existing commercial, industrial, agricultural, and residential property.

Assists with researching, analyzing, and interpreting residential property data, using field data, building permits and blueprints to develop assessments for new construction. Operates computer assisted design (CAD) software to create sketch of building outlines, generates property information, and makes necessary updates to property record cards. Notifies taxpayers of assessment changes as required.

Distributes quality-controlled sales data for use on the GIS website and discloses appropriate sales information to local media sources for publication.

Distributes information and responds to inquiries from the public, title preparatory offices, attorneys, and other county offices in how to properly use sales disclosures to transfer property interests and answers questions to train individuals for state compliance.

Conducts research of legal documents, including but not limited to deeds, surveys, resolutions, court orders, declarations, plats, mortgages, leases and contracts to ensure correct platting of property descriptions and property in use.

Serves as frontline customer service representative on behalf of the office to answer inquires, educate public on sales disclosure procedures, and approves sales disclosures submitted through e-filing and hard copies received from title companies, attorneys, and citizens, collects and reviews sales disclosures forms after they are filed for completion and accuracy, inserts relevant information, including assessed valuations, neighborhood and property codes, and taxing district, determines new construction status as required, verifies sales prices and determines validity, including contacting title companies, sellers, and/or buyers and enters sales disclosure information in Computer Assisted Mass Appraisal Software provider.

Assists taxpayers with understanding assessments, including reviewing property record cards, explaining information and resolving complaints.

Assists individuals with locating real estate, property identification numbers (PIN), addresses and property owners, verifies taxation amounts for various periods and parcels on owner request, prepares necessary forms and records related to the transfer of property deeds within the county, and enters appropriate information into computer files, creates fees for processing and completion of transfer activities, working closely with the auditor and recorder offices as appropriate.

Conducts informal hearings with taxpayers in accordance with state law verifying accuracy of data, conducting market analysis, reading, and interpreting Uniform Standards of Professional Appraisal Practice (USPAP) Compliant Appraisals with the goal of resolution.

Attends departmental meetings as requested.

Attends continued education courses to maintain State required professional certifications.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE. Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of Level 3 Assessor/Appraiser Certification.

Thorough knowledge of State of Indiana property tax code, sales disclosure regulations, and assessing principles as determined by the International Association of Assessing Officials (IAAO) and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Thorough knowledge of application of software used in the Assessor's, Auditor's, Building, Planning, Recorder and Treasurer's offices.

Working knowledge of State and County laws regarding real estate, deduction, and associated legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to a specific task.

Working knowledge of GIS computer procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Knowledge of all computer software programs used by the assessor, recorder and auditor's offices.

Knowledge of current real estate market by reading related publications and participates in continued education required by State Law to maintain job certifications throughout the year.

Practical application of English grammar, spelling, and punctuation and the ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, scanner, and calculator.

Ability to compute/calculate, compile, collate, and coordinate data and make determinations based on data analysis.

Knowledge of departmental functions and office procedures and ability to properly maintain official department records and documents.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor.

Ability to effectively communicate orally and in writing with co-workers, other County departments, title companies, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to supervise assigned staff, including interviewing candidates and making hiring recommendations, providing orientation and training staff, planning, delegating, and controlling work assignments, reviewing and approving work products and assignments, evaluating performance, maintaining discipline, and communicating and administering personnel programs and procedures.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours and travel out of town for training/conferences, sometimes overnight.

II. RESPONSIBILITY:

Incumbent has full discretion and authority allowed under county assessment policies, procedures, and practices and is authorized to make assessment valuation decisions independent of county assessor. Incumbent provides and analyzes data used for real estate assessed values to facilitate the proper assessment of all county properties, and supervises, mentors and trains assigned staff. Incumbent works independently of the county assessor, identifying concerns through data analyses to help direct department priorities and workflow. Incumbent performs a variety of duties according to a formal schedule with priorities determined by seasonal deadlines and service needs of the public. Errors in incumbent's work are prevented through procedural safeguards and are detected through supervisory review and/or notification from other departments/agencies. Undetected errors may result in loss of money and/or loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other local government departments, title companies, attorneys, buyers, sellers, brokers, bankers, appraisers, county assessors, GIS, and the public for a variety of purposes, including directing, interpreting, explaining departmental policy.

Incumbent reports directly to Property Director.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potential irate/hostile individuals.

Incumbent occasionally works extended hours and travels out of town for training/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Market Data Analysis Administrator for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

with contracted valuation vendors.

Incorporates all changes to County plat books Geographical Information System (GIS) system attributes, geo-mapping of County plat information from survey documents, various property transactions into INCama software and updates land records.

Processes building and occupancy permits from local building departments. Tracks new construction building and occupancy permits for taxation purposes and closely monitors inspector data for property completion.

Communicates with software vendors to identify departmental needs, develop customized software for use in department operations and resolve software issues.

Researches leasing information for specific property types, analyses income and expense, vacancy, and collection loss data. Compiles databases to calculate and create valuation models for income producing properties.

Educates and trains staff members on assessment and GIS software and procedures.

Educates and aides taxpayers in understanding property assessments, including reviewing property card, answering questions, explaining information, resolving complaints, and diffusing irate individuals to aide in their understanding.

Provides Auditor all valuation changes, and explanations for parcels within Taxing Increment Finance (TIF) Districts. Maintain all new construction and valuation changes within TIF related parcels within assessment system.

Reads and interprets resolutions from the governing bodies of Monroe County, City of Bloomington, and Town of Ellettsville. Corresponds closely with the Economic Revitalization representatives of the governing bodies, tax representatives, taxpayers, and attorneys, educating them on procedures, guidelines, required State forms, and State mandated deadlines, to properly track the abatement, determine value of property prior to proposed construction or remodel of abated properties to set base rate, receives, analyzes, and stores all documentation related to abatement, assesses new construction of abated property and calculates the difference to determine Abatable values, and verifies abatement percentage.

Develops Sales Comparison analyses within Cama software that will be used to defend assessments throughout appeals process.

Conducts research of legal documents including but not limited to deeds, surveys, resolutions, court orders, declarations, plats, covenants and restrictions, mortgages, leases, and contracts to ensure correct platting of property descriptions, and property in use.

Tracks correspondences and administers valuation updates due to informal commercial property appeals.

Prepares reports monthly and annually and performs check and balances prior to submitting reports to State as required, maintains accurate records and discovers potential improvements to procedures, quality control, and time management.

Generates and transmits annual data extractions to Department of Local Government Finance (DLGF), Legislative Services Agency, and other County departments on or before the deadline prescribed by the State of Indiana Assessment Calendar, and corresponds with DLGF and researches, corrects, and resubmits data not deemed compliant.

Advises and provides quality control for Business tangible personal property and annually assessed mobile homes data. Assists appeals division in responding to inquiries, receiving updated data, and defusing frustration.

Analyzes and calculates Ratio Study on residential sales data, determining, and applying neighborhood and market factors, and calculating accurate real estate market values in delineated market areas.

Creates Income Models within the Cama software, based on market research. Runs reports to identify all units, sends correspondence to owners to request actual income data, uses collected data to restructure income and expenses, and analyzes data to determine the best valuation method for income producing properties.

Creates new neighborhood groupings, land values and related factors based on extensive market research on newly platted developments or stratified existing subdivisions.

Investigates market and sales data with buyers, sellers, real estate brokers, property developers, bankers, appraisers, other County Assessors, and additional professionals knowledgeable in real estate practices and activities.

Conducts research of legal documents to ensure correct platting of property descriptions, and property in use, including deeds, surveys, resolutions, court orders, declarations, plats, covenants and restrictions, mortgages, leases, and contracts.

Follows State legislative & Administrative code changes, as well as active Indiana Senate and House Bills and current tax court cases affecting property assessments, deductions, and taxes.

Represents department in customer service role by answering telephones/greeting customers responding to inquiries and directing callers/visitors to appropriate individual or department.

Mentors other officials from other governmental departments within and outside of Monroe County Government.

Attends departmental meetings and continued education courses to maintain State required professional certifications.

Performs related duties as assigned including overseeing, coordinating, and completing special projects.

Performs duties of other office staff as required.

I. JOB REQUIREMENTS:

High school diploma or HSE required. Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 3 Assessor/Appraiser certification.

Thorough knowledge of Indiana State property tax code, assessing principles as determined by the International Association of Assessing Officials (IAAO), and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Thorough knowledge of software used in Assessor, Auditor, Building, Planning, Recorder and Treasurer offices.

Working knowledge of reading and interpreting blueprints with the ability to draft technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers using computer assisted draft (CAD) based assessment software.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Knowledge of departmental functions and office procedures and ability to properly maintain official department records and documents.

Ability to maintain current knowledge of GIS related applications by reading related publications and attending seminars, conferences, and/or meetings.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Practical application of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, postage meter and calculator.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and State of Indiana.

Ability to supervise assigned staff, including interviewing candidates and making hiring recommendations, providing orientation and training staff, planning, delegating, and controlling work assignments, reviewing, and approving work products and assignments, evaluating performance, maintaining discipline, and communicating and administering personnel programs and procedures.

Ability to effectively communicate orally and in writing with co-workers, other Monroe County departments, City of Bloomington Departments, Town of Ellettsville Departments, Department of Natural Resources (DNR), Indiana Department of Environmental Management (IDEM), and Department of Local Government Finance (DLGF), Indiana Legislative Services Agency (LSA), Economic Revitalization Committees, realtors, attorneys, tax representatives, appraisers, title companies, Nexus Group Contractors, software vendors, GIS vendors and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and read/interpret detailed prints, sketches, specifications, and maps.

Ability to compute/calculate, compile, collate, and coordinate data and make determinations based on data analysis.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally testify in legal proceedings/court as required.

Ability to work extended hours and travel out of town for training/conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a limited number of regular and recurring duties, with relationships among them not always self-evident. Incumbent utilizes general instructions, guidelines, and rules, selecting the appropriate ones to apply to specific tasks.

III. RESPONSIBILITY:

Incumbent performs an array of interrelated and standard tasks according to the prescribed policies, practices, and procedures of the department. Works independently of Assessor with authorization to make binding decisions in regard to assessments. Supervises all divisions within the Assessor's Office and aides in personnel duties, including disciplinary, correction and training, time management and office administration. Errors may also result in major inconvenience to other departments or agencies or members of the public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other Monroe County departments, City of Bloomington Departments, Town of Ellettsville Departments, Department of Natural Resources (DNR), Indiana Department of Environmental Management (IDEM), and Department of Local Government Finance (DLGF), Indiana Legislative Services Agency (LSA), Economic Revitalization Committees, realtors, attorneys, tax representatives, appraisers, title companies, Nexus Group Contractors, software vendors, GIS vendors and the public for a variety of purposes, including

explaining and interpreting departmental policy and rendering service.

Incumbent reports directly to Chief Deputy Assessor and/or Assessor.

V. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs duties in a standard office environment, in a vehicle, and in the field, including sitting and walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving.

Incumbent is exposed to normal hazards associated with driving a vehicle and working in the field, including exposure to inclement weather. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours and travels out of town for training/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Property Director for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

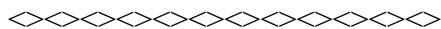
Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Assistant Property Director/Deputy
DEPARTMENT: Assessor
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT D (*Computer, Office Machine Operation, Technician*)

DATE WRITTEN: February 2024
DATE REVISED:

STATUS: Full-Time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Property Director for the Monroe County Assessor's Office, responsible for the reassessment of non-movable property valuation on residential, commercial, industrial, and new construction and assisting the public and assisting the Property Director in processing reports, providing quality control, and tracking progress in new construction and reassessment logs.

DUTIES

Coordinates with local building departments to obtain applicable permits and blueprints required for assessment, reviewing, and ensuring permits are assigned correct parcel numbers.

Creates permit log and necessary documentation for valuation vendors, delegating valuation vendors assignments and tracking progress toward completion of assignments, and verifying valuation vendors information for accuracy.

Obtains and analyzes building blueprints, along with valuation vendors data to create technical drawings based on specifications and calculations within the blueprints and produce drawings of digital layers using computer assisted draft (CAD) based assessment software and generates final computer drawings of residential and commercial building outlines for property valuation information and updates to property record cards.

Investigates market and sales data with buyers, sellers, real estate brokers, bankers, appraisers, other County Assessors, and additional professionals knowledgeable in real estate practices and activities to ensure valuation accuracy.

Measures and collects assessment data and/or valuation data, administers quality control, and ensures accuracy of parcel value and data to contribute to the ongoing reassessment for existing commercial, industrial, agricultural, and residential property. Collaborates with contracted valuation vendors.

Creates new neighborhood groupings, land values and related factors based on extensive market research on newly platted developments or stratified existing subdivisions.

Develops Sales Comparison analyses within the Cama software that will be used to defend assessments throughout the appeals process.

Conducts informal hearings with taxpayers in accordance with state law verifying accuracy of data, conducting market analysis, reading, and interpreting Uniform Standards of Professional Appraisal Practice (USPAP) Compliant Appraisals with the goal of resolution.

Conducts research of legal documents including but not limited to deeds, surveys, resolutions, court orders, declarations, plats, covenants and restrictions, mortgages, leases, and contracts to ensure correct platting of property descriptions, and property in use including deeds, surveys, resolutions, court orders, declarations, plats, covenants and restrictions, mortgages, leases, and contracts.

Communicates with software vendors to identify departmental needs, develop customized software for use in department operations and resolve software issues.

Educates and trains staff members on assessment and GIS software and procedures.

Serves as frontline customer service representative of behalf of the office. Educates and aides taxpayers in understanding property assessments, including reviewing property card, answering questions, explaining information, resolving complaints, and diffusing irate individuals to aide in their understanding. Communicates with taxpayers using various methods such as mail, email, chat, text, telephone, virtual, and in person

Provides Auditor all valuation changes, and explanations for parcels within Taxing Increment Finance (TIF) Districts. Maintains new construction and valuation changes within TIF related parcels within assessment system.

Generates comprehensive data reports by request from various county, city, and private individuals for a variety of assessment related topics accurately, timely, and professionally.

Attends departmental meetings as requested.

Attends continued education courses to maintain State required professional certifications.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or HSE required. Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 2 or Level 3 Assessor/Appraiser certification.

Thorough application of software used in the Assessor's, Auditor's, Building, Planning, Recorder and Treasurer's offices.

Thorough knowledge of Indiana State property tax code, assessing principles as determined by the International Association of Assessing Officials, and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Working knowledge in reading and interpreting blueprints with the ability to draft technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers using computer assisted draft (CAD) based assessment software.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Knowledge of applicable statutes and guidelines and ability to adapt to changes in procedures accordingly.

Practical application of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, and calculator.

Knowledge of departmental functions and office procedures and ability to properly maintain official department records and documents.

Ability to effectively communicate orally and in writing with co-workers, other Monroe County departments, buyers/sellers, brokers, bankers, appraisers, realtors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and State of Indiana.

Ability to compute/calculate, compile, collate, and coordinate data and make determinations based on data analysis.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours and evenings and travel out of town for training/conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY

Incumbent performs a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making reassessment valuation decisions. Errors in work are detected through supervisory review and notification from other departments or agencies. Undetected errors may result in loss of money and loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other local government departments, State agencies, Economic Revitalization Committees, realtors, attorneys, tax representatives, appraisers, title companies, contracted valuation vendors, software vendors, GIS vendors and the public for a variety of purposes, including explaining and interpreting departmental policy and rendering service.

Incumbent reports directly to Property Director.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment, in a vehicle, and in the field, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving.

Incumbent is exposed to normal hazards associated with driving a vehicle and working in the field, including exposure to inclement weather.

Incumbent occasionally works extended hours and evenings, and travels out of town for the purpose of training/conferences, occasionally overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

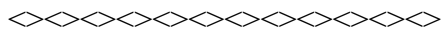
The job description for the position of Assistant Property Director for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____No_____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Real Estate Reassessment Specialist/Deputy
DEPARTMENT: Assessor
WORK SCHEDULE: As assigned
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: September 2005 **STATUS:** Full-Time
DATE REVISED: February 2024 **FLSA STATUS:** Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Real Estate Reassessment Specialist/Deputy for the Monroe County Assessor's Office, responsible for the reassessment of non- movable property valuation on residential, commercial, industrial, and new construction and assisting the public.

DUTIES

Obtains and analyzes building blueprints, along with field team data to create technical drawings based on specifications and calculations within the blueprints and produce drawings of digital layers using computer assisted draft (CAD) based assessment software and generates final computer drawings of residential and commercial building outlines for property valuation information and updates to property record cards.

Coordinates with local building departments to obtain applicable permits and blueprints required for assessment, reviews and ensures permits are assigned the correct parcel numbers, creates permit log and necessary documentation for field team, delegates field team assignments and tracks progress toward completion of assignments and verifies field team information for accuracy.

Investigates market and sales data with buyers, sellers, real estate brokers, bankers, appraisers, other County Assessors, and additional professionals knowledgeable in real estate practices and activities to ensure valuation accuracy.

Measures and collects assessment data and/or valuation data, inputs permits, administers quality control, and ensures accuracy of parcel value and data to contribute to the ongoing reassessment, new construction, existing commercial, industrial, agricultural, and residential property and collaborates with contracted valuation vendors.

Assists with generating comprehensive data reports by requesting from various county, city, and private individuals for a variety of assessment related topics accurately, timely, and professionally.

Conducts informal hearings with taxpayers in accordance with state law verifying accuracy of data, conducting market analysis, reading, and interpreting Uniform Standards of Professional Appraisal Practice (USPAP) Compliant Appraisals with the goal of resolution.

Communicates with software vendors to identify departmental needs, develop customized software for use in department operations and resolve software issues.

Educates and trains staff members on assessment and GIS software and procedures.

Serves as frontline customer service representative of behalf of the office. Educates and aides taxpayers in understanding property assessments, including reviewing property card, answering questions, explaining information, resolving complaints, and diffusing irate individuals to aide in their understanding. Communicates with taxpayers using various methods such as mail, email, chat, text, telephone, virtual, and in person.

Represents the Assessor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.

Attends departmental meetings as requested.

Attends continued education courses to maintain State required professional certifications.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or HSE, Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

Thorough knowledge of State of Indiana property tax code, assessing principles as determined by the International Association of Assessing Officials (IAAO), and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks

Thorough knowledge of software used in the Assessor's, Auditor's, Building, Planning, Recorder and Treasurer's offices.

Working knowledge in reading and interpreting blueprints with the ability to draft technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers using computer assisted draft (CAD) based assessment software.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Practical application of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, and calculator.

Knowledge of departmental functions and office procedures and ability to properly maintain official department records and documents.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Ability to effectively communicate orally and in writing with co-workers, other Monroe County departments, buyers/sellers, brokers, bankers, appraisers, realtors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and State of Indiana.

Ability to compute/calculate, compile, collate, and coordinate data and make determinations based on data analysis.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended hours and evenings and travel out of town for training/conferences, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY

Incumbent performs a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making reassessment valuation decisions. Errors in work are detected through supervisory review and notification from other departments or agencies. Undetected errors may result in loss of money and loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other local government departments, State agencies, Economic Revitalization Committees, realtors, attorneys, tax representatives, appraisers, title companies, contracted valuation vendors, software vendors, GIS vendors and the public for a variety of

purposes, including explaining and interpreting departmental policy and ensuring proper accomplishment of duties.

Incumbent reports directly to Assistant Property Director.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment, in a vehicle, and in the field, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 50 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving.

Incumbent is exposed to normal hazards associated with driving a vehicle and working in the field, including exposure to inclement weather. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours and evenings, and travels out of town for the purpose of training/conferences, occasionally overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

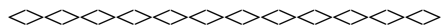
The job description for the position of Assistant Property Director for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

Performs assessments for Annually Assessed Mobile Homes, including entering data in CAD based assessment software, generating and printing reports, analyzing market data, performing field inspections, and assigning assessments, and processing manufactured (mobile) home permits. Generates and mails assessment notices to taxpayers.

Works closely with Auditor and Legal departments to process and track Personal Property Tax Abatements to assure accuracy which is critical to the tax base.

Works closely with credit service/collections vendor, Treasurer and Legal departments to process and track judgements to assure accuracy which is crucial to collecting back taxes.

Generates and transmits annual data extractions to Department of Local Government Finance (DLGF), Legislative Services Agency, and other County departments on or before the deadline prescribed by the State of Indiana Assessment Calendar. Corresponds with DLGF and researches, corrects, and resubmits data not deemed compliant.

Communicates with software vendors to identify departmental needs, develop customized software for use in department operations and resolve software issues.

Represents the Assessor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.

Attends departmental meetings as requested.

Attends continued education courses to maintain State required professional certifications.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE, Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

Thorough knowledge of Indiana State property tax code, assessing principles as determined by the International Association of Assessing Officials (IAAO), and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Thorough knowledge of State of Indiana Department of Local Governance Finance rules, regulations, and procedures.

Practical application of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, and calculator.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Ability to compute/perform arithmetic operations, such as calculating taxes and penalties.

Ability to compile, analyze, and evaluate data, make determinations, and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, businesses, or other related topics in the field of work.

Ability to apply knowledge of people and locations, and read/interpret detailed equipment lists, invoices, sketches, specifications, and maps.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and State of Indiana.

Ability to effectively communicate orally and in writing with co-workers, other Monroe County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to supervise assigned staff, including interviewing candidates and making hiring recommendations, providing orientation and training staff, planning, delegating, and controlling work assignments, reviewing, and approving work products and assignments, evaluating performance, and maintaining discipline, and communicating and administering personnel programs and procedures.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

II. RESPONSIBILITY:

Incumbent performs a variety of duties according to a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making assessment

valuation decisions. Errors in incumbent’s work are detected through supervisory review and/or legally defined procedures. Undetected error may result in loss of money and/or loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other local government departments, State agencies, software vendors, and the public for a variety of purposes including supervising assigned staff, explaining, and interpreting departmental policy, and assuring proper accomplishment of duties.

Incumbent reports directly to Property Director.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving. Incumbent may be exposed to potentially irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

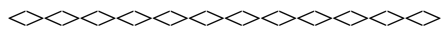
The job description for the position of Personal Property Specialist Supervisor/Deputy for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

Attends departmental meetings as requested.

Attends continued education courses to maintain State required professional certifications.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE, Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser certification.

Thorough knowledge of Indiana State property tax code, assessing principles as determined by the International Association of Assessing Officials, and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Thorough knowledge of State of Indiana Department of Local Governance Finance rules, regulations, and procedures.

Practical application of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, and calculator.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Ability to compute/perform arithmetic operations, such as calculating taxes and penalties.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to maintain knowledge of all computer software programs used by Assessor's Office.

Ability to apply knowledge of people and locations, and read/interpret detailed equipment lists, invoices, sketches, specifications, and maps.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and State of Indiana.

Ability to effectively communicate orally and in writing with co-workers, other Monroe County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, , often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

II. RESPONSIBILITY:

Incumbent performs a variety of duties according to a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making assessment valuation decisions. Errors in incumbent's work are detected through supervisory review and/or legally defined procedures. Undetected error may result in loss of money and/or loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other local government departments, State agencies, software vendors, and the public for a variety of purposes including supervising assigned staff, explaining, and interpreting departmental policy, and assuring proper accomplishment of duties.

Incumbent reports directly to Personal Property Specialist Supervisor.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving. Incumbent may be exposed to potentially irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

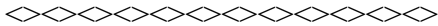
The job description for the position of Personal Property Assessment Specialist/Deputy for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

Conducts informal hearings with taxpayers in accordance with state law verifying accuracy of data, conducting market analysis, reading, and interpreting Uniform Standards of Professional Appraisal Practice (USPAP) Compliant Appraisals with the goal of resolution.

Serves as frontline customer service representative on behalf of the office. Educates and aides taxpayers in understanding property assessments, including reviewing property card, answering questions, explaining information, resolving complaints, and diffusing irate individuals to aide in their understanding. Communicates with taxpayers using various methods such as mail, email, chat, text, telephone, virtual, and in person.

Represents the Assessor and GIS office in a customer service role by answering telephones/greeting customers in a welcoming and friendly manner, responding to inquiries, and directing callers/visitors to appropriate individual or department.

Communicates with software vendors to identify departmental needs, develop customized software for use in department operations and resolve software issues.

Attends departmental meetings as requested.

Attends continued education courses to maintain State required professional certifications.

Performs duties of other office staff as required.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

High school diploma or HSE. Associates degree and/or related previous experience preferred.

Possession of and ability to maintain possession of State of Indiana Level 2 Assessor/Appraiser Certification.

Thorough knowledge of Indiana State property tax code, assessing principles as determined by the International Association of Assessing Officials, and techniques and ability to apply such knowledge to a variety of interrelated processes and tasks.

Thorough knowledge of State of Indiana Department of Local Governance Finance rules, regulations, and procedures.

Working knowledge in reading and interpreting blueprints with the ability to draft technical drawings based on specifications and calculations within the blueprints and produces drawings of digital layers using computer assisted draft (CAD) based assessment software.

Working knowledge of land surveying techniques and legal procedures concerning local property and personal taxation, with ability to apply procedures and requirements to specific tasks.

Practical application of English grammar, spelling, and punctuation, and ability to use standard office equipment, including but not limited to computer, keyboard, copier, fax machine, telephone, and calculator.

Ability to maintain current knowledge of applicable statutes and guidelines and adapt to changes in procedures accordingly.

Ability to compute/perform arithmetic operations, such as calculating taxes and penalties.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to maintain knowledge of all computer software programs used by Assessor's Office.

Ability to apply knowledge of people and locations, and read/interpret detailed equipment lists, invoices, digital and hand-made drawings, specifications, and maps.

Ability to perform the statutory duties as prescribed for the County Assessor's Office as authorized by the Assessor and State of Indiana.

Ability to effectively communicate orally and in writing with co-workers, other Monroe County departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules, deadlines, and high-volume operations.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

II. RESPONSIBILITY

Incumbent performs a variety of duties according to a flexible, customary routine with priorities determined by seasonal deadlines and service needs of the public. Incumbent has full discretion and authority allowed under the County Assessor's policies, procedures, and practices in making assessment

valuation decisions. Errors in incumbent’s work are detected through supervisory review and/or legally defined procedures. Undetected error may result in loss of money and/or loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with co-workers, other County departments, and the public for a variety of purposes including explaining and interpreting departmental policy and assuring proper accomplishment of duties.

Incumbent reports directly to Personal Property Specialist Supervisor.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT

Incumbent performs duties in a standard office environment, including sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to 25 pounds, close/far vision, speaking clearly, hearing sounds/communication, and driving. Incumbent may be exposed to potentially irate/hostile individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

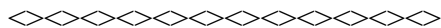
The job description for the position of Floating Assessor Specialist/Deputy for the Monroe County Assessor Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Type or Print Name



I have reviewed the job duties, requirements and responsibilities contained herein with the employee.

Department Head/Supervisor Signature

Date

Type or Print Name

Assessor's Office Job Description Reclassification Comparison

4/1/2024

Job Title	Original Classification	Original Compensation Range	Updated Job Title	Current WIS Recommendation	Compensation Range	Approximate Salary Increase <i>(based on step increase)</i>
1 Assistant Administrator to PTABOA- L2	COMOT C	\$41,624- \$52,726	N/A	COMOT D	\$43,790- \$55,456	\$2,166- \$2,730
2 Administrator to PTABOA- L3	COMOT C	\$41,624- \$52,726	N/A	COMOT D	\$43,790- \$55,456	\$2,166- \$2,730
3 GIS Assessment Administrator/ Deputy	NEW POSITION	N/A	N/A	COMOT D	\$43,790- \$55,456	N/A
4 GIS Assessment Specialist/ Deputy	COMOT C	\$41,624- \$52,726	N/A	COMOT C	\$41,624- \$52,726	No Change
5 Sales Disclosure Specialist/ Deputy	COMOT B	\$38,366- \$48,594	N/A	COMOT C	\$41,624- \$52,726	\$3,258- \$4,132
Market Data Analysis						
6 Sales Disclosure Supervisor/ Deputy	COMOT C	\$41,624- \$52,726	Administrator	COMOT D	\$43,790- \$55,456	\$2,166- \$2,730
7 Reassessment Property Specialist Supervisor	COMOT C	\$41,624- \$52,726	Property Director	PAT A	\$44,700- \$56,621	\$3,076- \$3,895
8 Assisstant Property Director/ Deputy	NEW POSITION	N/A	N/A	COMOT D	\$43,790- \$55,456	N/A
9 Real Estate Reassessment Specialist	COMOT B	\$38,366- \$48,594	N/A	COMOT C	\$41,624- \$52,726	\$3,258- \$4,132
10 Personal Property Specialist Supervisor/ Deputy	COMOT C	\$41,624- \$52,726	N/A	COMOT D	\$43,790- \$55,456	\$2,166- \$2,730
11 Personal Property Assessment Specialist/ Deputy	COMOT B	\$38,366- \$48,594	N/A	COMOT C	\$41,624- \$52,726	\$3,258- \$4,132
12 Floating Assessor Specialist/ Deputy	NEW POSITION	N/A	N/A	COMOT C	\$41,624- \$52,726	N/A

Notes:

All positions are 35 hours/ week

Deputy Assessors with Level 2 or 3 Cerification receive \$0.28 per hour increase on their base salary.

MONROE COUNTY ASSESSOR STAFFING COMPARISON

HAMILTON COUNTY

Education

COMOT

Level 1, 2: 9

None: 5

All positions require high school diploma or equivalent

PAT

Level 1, 2: 1

Level 1, 2, 3: 11

Associate: 1

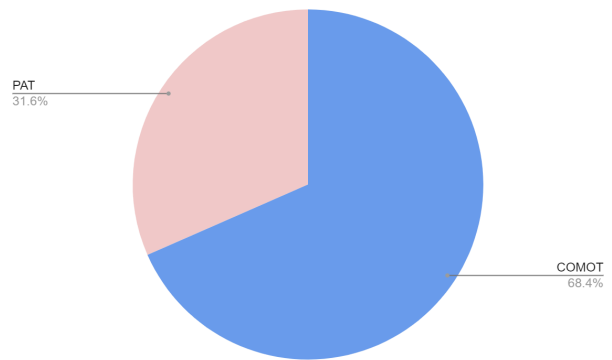
Bachelor: 11

Classification

Total COMOT: 26 (68%)

Total PAT: 12 (32%)

Department Total: 38



PORTER COUNTY

Education

COMOT

Level 1, 2: 5

Level 1, 2, 3: 8

All COMOT and PAT positions require high school diploma or equivalent

PAT

Level 1, 2: 0

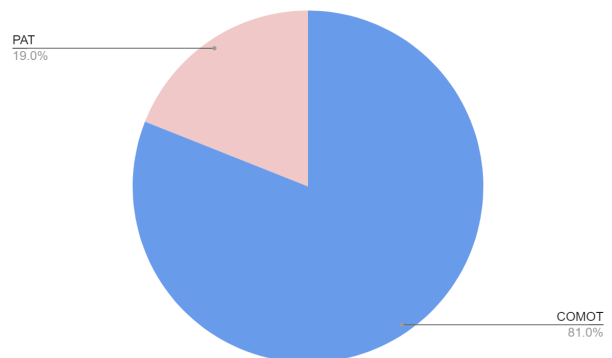
Level 1, 2, 3: 4

Classification

Total COMOT: 13 (81%)

Total PAT: 3 (19%)

Department Total: 16



TIPPECANOE COUNTY

Education

COMOT

Level 1, 2: 10

All positions require high school diploma or equivalent

PAT

Level 1, 2: 1

Level 1, 2, 3: 6

HSE/GED: 3

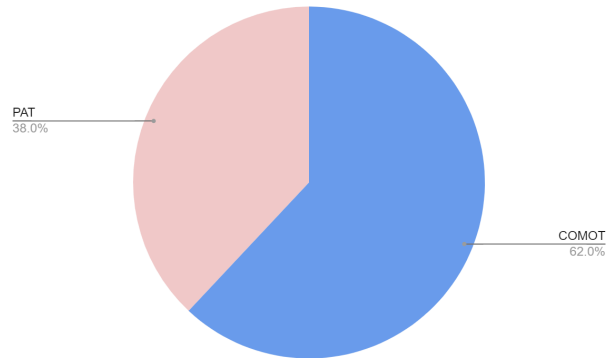
Bachelor: 4

Classification

Total COMOT: 10 (62%)

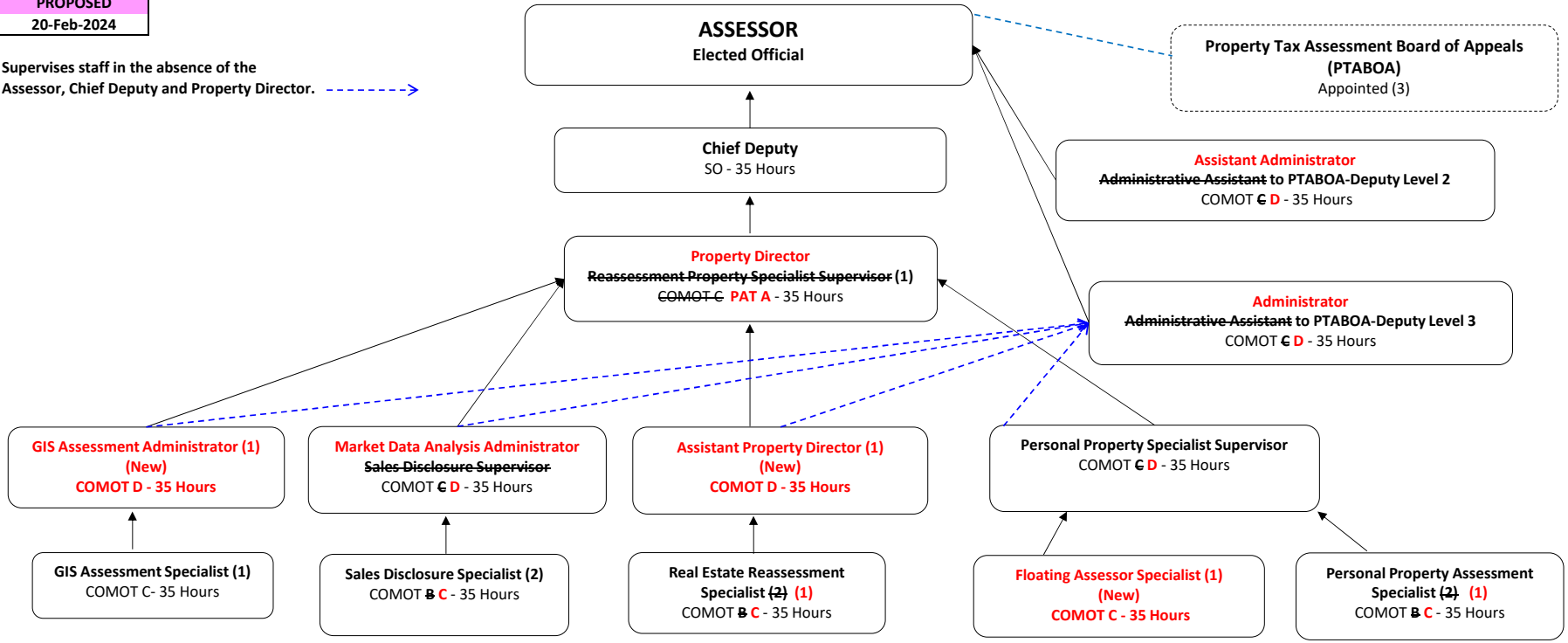
Total PAT: 6 (38%)

Department Total: 16



PROPOSED
20-Feb-2024

Supervises staff in the absence of the Assessor, Chief Deputy and Property Director. ----->





PERSONNEL ADMINISTRATION COMMITTEE

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

Jennifer Crossley
Marty Hawk
Geoff McKim

PERSONNEL ADMINISTRATION COMMITTEE SUMMARY MINUTES Tuesday, February 6, 2024, at 12:00 PM (Noon) HR-Council Conference Room and Teams Connection

MEMBERS

Present – **IN PERSON** – Jennifer Crossley
*Present – **NOT PRESENT** – Marty Hawk
Present – **IN PERSON** – Geoff McKim

STAFF

Present – **IN PERSON** – Kim Shell, Council Administrator
Present – **IN PERSON** – Molly Turner-King, Legal Counsel
Present – **IN PERSON** – E Sensenstein, Personnel Administrator

1. CALL TO ORDER - 12:01 pm

Crossley called the meeting of the Personnel Administration Committee to order at 12:01 pm on Tuesday, February 7, 2024. She noted that she and Councilor McKim were present in the HR-Council Conference Room. Councilor Hawk was not present.

2. ADOPTION OF AGENDA – 12:01 pm

McKim moved to adopt agenda as presented. Crossley seconded.

Crossley asked for a Voice Vote.
Motion passed 2-0; Unanimous.

3. ELECTION OF CHAIR – 12:02 pm

McKim nominated Crossley. Crossley accepted the nomination.

Crossley asked for a Voice Vote.
Motion passed 2-0; Unanimous.

4. VETERANS AFFAIRS, Steven Miller – 12:03 pm

Review of WIS Recommendation

-Benefits Coordinator

*Hawk arrived at 12:05.

Steven Miller, Veterans Service Officer/Director, presented. Crossley inquired regarding the amount of outreach and community involvement in the job description. No public comment.

McKim moved to forward the recommendation to Council with support. Crossley seconded.

Crossley asked for a Voice Vote.

Motion passed 3-0; Unanimous.

5. HEALTH DEPARTMENT, Lori Kelley – 12:07 pm

Review of WIS Recommendation

-Health Administrator

-Registrar

-Assistant Registrar

-Administrative Assistant

-Financial Manager

Lori Kelley, Health Administrator, presented this item. She did not want to move forward with the job descriptions based on feedback by WIS. She asked for direction for she felt that the positions in the Vital Records division should be classified as a PAT level. McKim noted that the move from COMOT to PAT is predicated on independence of decision making.

Hawk wanted to know if it was only one position or all positions that needed to go back to WIS.

McKim supported moving Financial Manager position from 35 to 40 hours.

Steve Pritchard, Board Chair, discussed the new workload, noting that there are now over 221 required reports that must be forwarded to the State due to the Health First law. Compensation should be increased or there should be an addition to the number of assistants.

Clark Brittain, Health Officer, stated that the position of deputy administrator should be created to relieve some of the busy work. Brittain also noted the department is in flux due to the new State requirements.

Aurora Dionio, Board Vice-Chair, emphasized the looking at the current structure and considering what might be the new responsibilities from the new State funding.

Kelley noted that the Department is out of space and does not have space for new positions. She is in discussion with the Commissioners about building use.

Hawk discussed the importance for a deputy director to learn how to write job descriptions.

George Hegeman, Board Member, stated that the Health First Indiana initiative is a qualitative change and not a quantitative change and will lead to improve health services in the County.

Not moving forward with descriptions.

6. HIGHWAY DEPARTMENT, Lisa Ridge – 12:36 pm
Request to Create a New Position
-Traffic Control Technician/Laborer

The Department is requesting to eliminate one open truck driver position and one open mechanic position to create two new Traffic Control Technician/ Laborer positions. The two positions will have duties such as controlling traffic, pothole patching and ditching, working in facility maintenance as needed, and addressing other duties as needed. The Department will still require the employee to be available for snow removal and will drive the Department’s pick-up trucks that are equipped with snow removal equipment. The new classification will not require a CDL. The Department originally had laborer positions years ago, and they were eliminated.

Lisa Ridge, Highway Director, and Toby Turner, Highway Superintendent, presented. Ridge explained the reason for taking two positions and creating a Traffic Control Technician/Laborer. She stated that the Department took the steps to become a CDL training site, believing it would be an asset to the Department, for it will get more candidates without CDL license that want to pave holes or flag. These two new positions would give the Department the opportunity to evaluate candidates for training in the CDL position.

Brief Council discussion. No public comment.

McKim moved to forward the position information to WIS for classification. Hawk seconded.

Crossley asked for a Voice Vote.
Motion passed 3-0; Unanimous.

7. APPROVAL OF SUMMARY MINUTES AS PRESENTED – 12:48 pm
-November 7th, 2023

All PAC members approved the summary minutes from November 7, 2023 as presented.

8. ADJOURNMENT – 12:48 pm

(Remainder of page intentionally left blank.)

The Summary Minutes of the Personnel Administration Committee (PAC) held on **February 6, 2024** were presented and approved on **April 2, 2024**.

PERSONNEL ADMINISTRATIVE COMMITTEE

Aye Nay Abstain Not Present _____
Marty Hawk, Councilor

Aye Nay Abstain Not Present _____
Peter Iversen, Councilor

Aye Nay Abstain Not Present _____
Geoff McKim, Councilor

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date