

Hanover County Government
Assessor's Office
Director of Real Estate Assessments
Starting Salary to begin at \$135,000.00

To apply, please visit www.hanovercountyjobs.com

This is a tremendous opportunity to join Hanover County as the Director of Real Estate Assessments/County Assessor. The selected individual will work with a dynamic and dedicated group of professionals that oversee the annual reassessment processes in a growing and vibrant community.

If you're interested in joining our team, we encourage you to apply!

General Description

This is an executive level professional position. The incumbent is a Director and performs difficult and complex tasks in administering the real estate assessment program.

Organization

The Director of Real Estate Assessments reports to the Board of Supervisors with daily supervision by the Deputy County Administrator.

Essential Functions

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

Working Conditions

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

Knowledge, Skills and Abilities

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

Education, Experience and Training

Graduation from an accredited four-year college or university with a bachelor's degree in real estate, economics, business administration or a related field; plus ten years of increasingly responsible experience in the assessment of real property for tax purposes to include five years of direct supervisory experience.

Certificates and Licenses Requirement

Certified General Real Estate Appraiser License from the State of Virginia preferred. Professional designation awarded by the International Association of Assessing Officers or Appraisal Institute such as the CAE, AAS preferred. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities may be acceptable

Special Conditions

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