**Class Summary**

The responsibilities of this classification include performing the day-to-day supervision of a work unit within a section of the King County Department of Assessments. In addition, incumbents are responsible for ensuring the effective and efficient operation of the work unit, including complete, consistent, and equitable implementation of all existing County, departmental, and legal policies and procedures.

**Distinguishing Characteristics**

This is the first level in a two-level classification series. The Assessment Unit Supervisor is distinguished from the Assessments Section Supervisor classification in that the Section Supervisor supervises all aspects of a section within the Department of Assessments.

The Assessments Unit Supervisor is distinguished from other classifications by the scope and type of duties performed. A work unit may be designated when unit teams or employees with distinct and diverse technical and programmatic responsibilities require supervisory coordination and support for overall administrative effectiveness.

**Examples of Duties**

1. Perform the full supervising role for assigned staff; write and conduct performance appraisals; provide new staff orientation and on-the-job training.
2. Supervise and review public information and senior exemption cases for completeness and legal ramifications before presenting to the section supervisor or director.
3. Participate in developing analytical and computer techniques to improve the quality and efficiency of customer service and senior exemptions or other programs/processes in the department.
4. Provide expertise and make decisions on issues in the work unit, resolve taxpayer complaints, and provide technical assistance to the public, departments/divisions, and outside agencies.
5. Recommend changes to policies and procedures, and implement systems or methods to improve unit operations.
6. Develop, plan, and coordinate unit’s projects; act as the liaison between unit and section staff and technical staff in other divisions and with representatives in other agencies.
7. Represent the unit in meetings with other units/divisions/agencies and act on behalf of division managers when required.
8. Draft letters; respond to e-mail inquiries from the public, internal departments, and external agencies regarding customer service, senior exemptions, and other unit-related issues.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of management and supervisory concepts

Knowledge of appraisal techniques, procedures, and legislation

Knowledge of Uniform Standard of Professional Appraisal Practice

Knowledge of real estate financial concepts

Knowledge of real estate instruments and documents, interpretation of financial records and documents

Oral and written communications skills

Research and data analysis skills

Problem-solving and analytical skills

Skill in reading and understanding maps, surveys, legal descriptions, building construction plans, specifications, and blueprints

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Washington State Real Property Assessment Accreditation

Washington State Driver’s License

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service  |
| **EEO Code** | 2 |
| **Levels within the same series** | Assessments Unit SupervisorAssessments Section Supervisor |
| **Class History** | 05/2023 - Created |