



**COLUMBIA COUNTY, OREGON**

**JOB TITLE: OFFICE MANAGER**

**DATE: OCTOBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	Yes	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	County Assessor	<b>JOB CODE:</b>	024
<b>SUPERVISOR:</b>	County Assessor	<b>SALARY RANGE:</b>	E04
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Plan, coordinate, supervise, and direct the activities of the support staff in the County Assessor's Office. Prepare and develop the County tax roll for real, personal, and utility properties.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned. Coordinate workflow with cartography and appraisal sections.

Create and adjust codes on properties as necessary to reflect proper tax districts, annexations and boundary changes, and other information.

Verify accuracy and validity of taxing district's levy certification and budget resolutions. Review for compliance with statutory and constitutional limitations. Coordinate with taxing districts and Oregon Department of Revenue to ensure compliance, including prompt submission of documents received from the district to the Department of Revenue.

Assist Assessor in the preparation of annual assessment tax toll. Analyze values by code area and taxing district. Enter and balance taxing district levies and bonded debt. Report joint District assessed values and adjustments for urban renewal to coordinate with joint counties in the calculation of tax rates. Run programs to calculate taxes on individual properties and balance results. Prepare reports to turn over certified assessment roll to the Tax Collector and for submission to the Department of Revenue.

Respond to inquiries from the general public, by phone, email, or in person regarding procedures, laws, property values, and other related matters of assessment and taxation.

Develop, recommend, and implement policy and procedural changes as directed, for more efficient departmental operations.

Perform administrative functions in support of the Assessor's Office. Represent the department and Assessor in meetings as required.

Maintain necessary registration as an appraiser which is required by the State of Oregon and the county.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise departmental employees.

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- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Assessor.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the County Assessor who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a two-year degree in business, office management, or related field. Four years' of increasingly responsible experience in office management with experience in a County Assessor's office or closely related field. Prior supervisory experience required. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must be registered as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Advanced knowledge of the laws and regulations relating to the assessment of real and personal property, tax roll preparation and processing, and taxing district budgets. Knowledge of management principles and practices of human and financial resource management.

Skill in general business software and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.



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- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Interpret and implement laws and rules pertaining to assessment and taxation.
- Accurately complete forms, maintain records, and prepare reports.
- Prioritize and accomplish quickly and efficiently a large number of diverse tasks.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc., and driving or sitting in a vehicle for long periods of time during inspections.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose the position to various weather conditions and terrains.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***