

Recommendation

from

Lancaster County Personnel Policy Board

RECEIVED

MAY 03 2018

LANCASTER COUNTY
CLERK

TO: Todd Wiltgen, Chair

RE: Personnel Policy Board Recommendations


The Lancaster County Personnel Policy Board, at their May 3, 2018 meeting voted to recommend to the Board of Commissioners for approval:

Request to create the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>PROPOSED PAY GRADE</u>
7212	Senior Field Administrator	C28 (\$84,331.52 - \$108,020.64)

Request to revise the following classification:

<u>CLASS CODE</u>	<u>CLASS TITLE</u>	
0913	Investigator	(E14)

Date of Commissioners Meeting	Request Made By	Department	Date
May 15, 2018	 Doug McDaniel	Human Resources	May 3, 2018

LANCASTER COUNTY
SENIOR FIELD ADMINISTRATOR

NATURE OF WORK

This is responsible professional work assisting in supervising and coordinating the County Assessor/Register of Deeds Office and the real property appraisal and assessment in the County Assessor/Register of Deeds Office.

Work involves assisting the Chief Field Deputy in establishing and maintaining all real property appraisal and assessment, and for administration and supervision of the appraisal staff and GIS/Parcel Maintenance staff. Supervision is received from the County Assessor/Register of Deeds with work being reviewed in the form of results achieved.

EXAMPLES OF WORK PERFORMED

Assists in the supervision of the activities of the real property appraisal section; may assign, review, and coordinate the work of the appraisal staff.

May assist the Chief Field Deputy in all litigation before any assessment review boards, e.g. Tax Equalization and Review Commission and Courts.

Assists in coordinating the GIS/Parcel maintenance and appraisal divisions of the office.

Analyzes and institutes techniques to ensure uniform appraisal methodology.

Instructs and trains appraisal staff in the appraisal and assessment of real property.

Assists in the development and updating of computer programs relating to appraisal and assessment.

May assist the Chief Field Deputy in administering public relations policies and issues as prescribed by the County Assessor/Register of Deeds.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of appraisal methods and techniques.

Thorough knowledge of real estate terminology and instruments of transfer.

Considerable knowledge of property tax laws.

Ability to plan, assign and coordinate the work of subordinate appraisers and support staff members.

Ability to establish and maintain effective working relationships with taxpayers, public officials, co-workers and the general public.

Ability to analyze complex data.

Ability to prepare clear and concise reports and testimony.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in law, math, business administration, public administration, or related field plus 2 years of experience appraising real property and in tax evaluation functions, and 6 months of supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of an Assessor's Certificate as issued by the State of Nebraska, Department of Revenue Property Tax Administrator.

Possession of Appraiser General Certification credential as issued by the State of Nebraska Real Estate Appraiser Board or International Association of Assessment Officers AAS, CAE or RES designation.

Possession of a valid driver's license when operating a vehicle is necessary for the satisfactory performance of assigned duties.

5/2018

PS7212

LANCASTER COUNTY INVESTIGATOR

NATURE OF WORK

This is responsible work relating to the investigation of criminal allegations filed in Lancaster County or other courts of competent jurisdiction.

Work involves the application of investigative methods in the interviewing of witnesses and the gathering of physical evidence with respect to criminal and civil proceedings. An employee of this classification will locate and interview witnesses, conduct crime scene investigations, take measurements and photographs of ~~crime~~ scenes or evidence and conduct other related tasks on behalf of attorneys. An employee of this class is expected to exercise considerable initiative and resourcefulness in the performance of assigned duties. General supervision is received from an administrative superior with work being reviewed in the form of comprehensiveness of written reports and investigative results achieved.

EXAMPLE OF WORK PERFORMED

Investigate crime scenes, gather and secure evidence, and photograph and diagram ~~crime~~ scenes and other important locales on behalf of Lancaster County clients.

Interview witnesses in felony, misdemeanor, mental health, juvenile, child support, ~~and~~ paternity, and civil actions on behalf of Lancaster County clients.

Establish and maintain a system to ensure the protection and chain of custody for evidence.

Prepare comprehensive written reports concerning investigations undertaken; provide preliminary oral reports to attorneys, as required; obtain formal statements from witnesses; and testify in court as required on behalf of Lancaster County clients.

Develop and locate witnesses of felony, misdemeanor, juvenile, mental health, child support, ~~and~~ paternity, and civil actions on behalf of Lancaster County clients.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of investigative techniques, principles and practices.

Knowledge of criminal law, criminal procedure and the rules of evidence.

Knowledge of court procedures ~~in criminal trials~~.

Ability to obtain complete information through interview, interrogation and observation and to prepare comprehensive reports on assigned cases.

Ability to recognize the need for independent action and to demonstrate the skill, creativity,

initiative and confidence in effectively handling complex assignments.

Ability to maintain client confidences and ensure confidentiality of the investigation and investigative results.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited four-year college or university with major coursework in criminal justice, psychology, sociology or related field plus experience in criminal investigations, as well as the collection and analysis of evidence.~~

MINIMUM QUALIFICATIONS

Graduation from a senior high school supplemented by additional coursework in criminal justice or related field and two years of experience in law enforcement or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class must have the ability to obtain a private investigator license from the State of Nebraska, or be designated as a Special Deputy State Sheriff pursuant to state statute within six (6) months of employment.

Revised 5/2018

PS0913