

AGENDA ITEM SUBMITTAL

Otero County Commission

Submitted by: Steve Boyle, County Assessor

Meeting date: Thursday, April 08, 2021

Subject:	Request approval to amend a current job description for the part time employee at the Assessor's Office.
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Research/Background:

I would respectfully request that we correct our current job description for our part time employee (Leah Silva). With this change we can continue her training and make sure she qualifies for the appraisal incentive available per the current ordinance. Her current Job Description is "Data Entry Clerk", but I would like it changed to "Part-time Field Appraiser".

Leah was hired in 2013 and has been a loyal employee for the county. Leah was hired originally to provide data entry for our transition from are old office software to the new Tyler software along with another employee, which only worked for us a short time. Since that time Leah has been willing to take on any project and has over the years provided training to our Field Appraisers and helped the former Deputy Assessor just recently with valuing vacant land. I have attached a document prepared by Leah, to give a little more detail (not everything she has done) on some of her assigned duties over time. A majority of Leah's duties are involved in appraiser work one way or another. Currently Leah is helping us to value approximately 1,600 properties to update the Marshall and Swift information on those individual accounts in our system. Leah has assisted with training our new Field Appraisers and at various times has been out in the field to collect and evaluate information.

Approximately three years ago when our fulltime "Business Personal Property" person retired, Leah volunteered to take over her duties, but complete them retaining her part time status. So basically, she took a full-time job which only takes three months or so to complete annually. This change offered big savings to our county by eliminating a \$40k annual employee, with Leah taking it on for an additional \$4.50 an hour. I'm not sure why this change did not require a "job description" change at the time. I guess since we were saving money in the office, no one cared. Leah is not one to care a lot about what you call her (job description wise anyway).

Bottom line, this change will fix the job description going forward. This change is to make things right and so that the job description is available for the certification incentive. She has earned "Appraisal 1" by successfully completing the first class which would require a \$500 increase for the year. The money is in the budget already and will require no budget adjustment.

Fiscal Impact/Funding Sources:

Staff/Department Recommended Actions:

I, Steve Boyle, recommend approval of this item.

County Attorney Review (*if needed*):

Supporting Documents/Attachments/Links

Leah Silva - list of duties

Job description