

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## CHIEF DEPUTY ASSESSOR ADMINISTRATION

Supplemental Questionnaire Required

Open & Promotional  
Job # 25-DB5-AA

Salary: \$9,746 – 13,017 / Month

Closing Date: Friday, July 18, 2025

---

### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

---

**THE JOB:** The Chief Deputy Assessor – Administration is a senior leadership position in the Assessor's Office and plays a vital role in directing and coordinating the administrative functions that support the preparation of the County's annual assessment roll. Under general direction, this position oversees key programs including budget development and monitoring, personnel administration, technology systems, public records compliance, and support services. A critical responsibility of this role is managing the Change in Ownership section, which determines property tax reappraisals in accordance with complex state laws and regulations.

The ideal candidate is a collaborative and strategic leader with strong analytical abilities and a demonstrated commitment to public service, accuracy, and innovation. Success in this role requires sound judgment, the ability to interpret and apply complex laws and regulations, and the capacity to foster alignment between staff and management in a dynamic, fast-paced environment.



**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

**POSSESSION OF A FOUR-YEAR DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY**

**AND**

**FOUR YEARS OF PROFESSIONAL LEVEL EXPERIENCE IN A CALIFORNIA COUNTY ASSESSOR'S OFFICE, ESCROW OFFICE, OR TITLE COMPANY OR RELATED FIELD, TWO YEARS OF WHICH MUST HAVE BEEN IN A SUPERVISORY CAPACITY OR INCLUDED THE SUPERVISION OF A MAJOR ASSESSMENT FUNCTION.**

*ADDITIONAL QUALIFYING EXPERIENCE MAY BE SUBSTITUTED FOR THE REQUIRED EDUCATION ON A YEAR-FOR-YEAR BASIS.*

**Special Requirements:** Possess and maintain a valid California Class C Driver's License, or provide suitable transportation approved by the appointing authority.

**Knowledge:** Thorough knowledge of the laws, ordinances, regulations and legal opinions affecting functions and operations of the Assessor's Office; modern office management and supervisory principles and practices; county budget procedures; and the principles and practices involved in determining change in ownership and eligibility for property tax exemptions.

**Ability to:** Effectively plan, direct, coordinate and administer a division of a department, through subordinate staff; establish and maintain effective working relationships with the public, other departments, governmental agencies, boards, commissions, public officials, and community groups; interpret, evaluate and implement departmental policy and program practices; exercise initiative, ingenuity, and good judgment in analyzing and solving complex and difficult administrative, managerial and technical problems; develop and implement short and long range departmental goals and objectives; comprehend and interpret complex regulations, laws and guidelines; prepare and present concise and logical oral and written reports; and explain policy, procedures and recommendations to staff, other departments, public officials, and the general public.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated in the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months, and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

**CHIEF DEPUTY ASSESSOR-ADMINISTRATION**  
**SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe any experience you have had in an Assessor's Office, Title Company, Escrow Office, and/or a related field. Include in your description, your position title, a detailed summary of your responsibilities, and the name of your employer.
  
2. Describe your experience in interpreting and applying property tax laws related to change in ownership and/or exemptions.
  
3. Describe a time when you represented your department or agency in a public or intergovernmental setting—such as a Board of Supervisors meeting, Assessment Appeals Board hearing, or engagement with an external agency. What was the issue at hand, and how did you prepare for the engagement, articulate your position, and manage stakeholder expectations?

## **EMPLOYEE BENEFITS:**

**VACATION** – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** – 14 paid holidays per year.

**SICK LEAVE** – Six days per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS to offer a range of medical plans. For most of these plans, the County covers the majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – Depending on the plan, the County may cover the cost of employee and eligible dependent coverage.

**VISION PLAN** – The County covers the cost of employee coverage, and the employee has the option to purchase coverage for eligible dependents.

**RETIREMENT AND SOCIAL SECURITY** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDENT-CARE PLAN** – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

**H-CARE PLAN** – Employees paying a County medical premium may choose to participate in this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**  
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

**LIVE Here      WORK Here      PLAY Here**