

Expectations of all Assessor employees

Respect & Kindness –

Treat each other, constituents, and other County employees with respect and kindness. This will build and maintain trust on our team and help us provide exceptional customer service.

Work Ethic –

Everyone is expected to show commitment to their job. Strive to refine your skills and be proficient in all hardware and software used in your position. Become familiar with the office policies and procedures. Practice good work habits, such as showing up on time and limiting your distractions whether you work remotely or in the office. Be open to change, and to new technology.

Teamwork -

- Be fully committed and invested not only in your own success, but in the success of each of your coworkers and the office as a whole.
- Understand what each department does and how their work affects other departments.
- Be ready, willing, and able to explain to anyone what you do and why you do it that way.
- Share freely your expertise, experience, and best ideas with others in the office.
- Develop ideas for improving office work and procedures. Share those ideas with your supervisor.
- Collaborate with your coworkers and across Assessor departments to make things better for all of us.
- Be open to constructive feedback and be willing to respectfully share your feedback with others.

Leadership –

Understand that the people who report to you are not resources or personnel, but people. Strive to understand them and to bring out the best in each person.

Strive always for greater efficiency and effectiveness in your department even if it means admitting that the way things have always been done may not be the best way. Be open not only to change, but to leading change.

Take responsibility for your department. Address departmental problems and issues directly and immediately. When you have a problem that you cannot solve, talk to your manager about it. Be honest about problems and failures—and seek solutions.

Work with other managers to identify and enhance synergy between departments. Strive to make each other more successful. Understand that while we can fail individually, we can only succeed collectively.

Encourage the people who report to you to tell you the truth about areas you can improve in, and about their ideas for improving workflow, process, and technology.

Encourage employees who have conflict with each other to talk openly and respectfully with each other.
Offer to be part of those discussions when appropriate.