



## 2.14 City Assessor

1. Appointment. The City Administrator shall recommend appointment of the Assessor subject to approval by the Common Council in the unclassified service of the City to serve full time at the pleasure of the Common Council, in accordance with City of West Allis Policies and Procedures Manual Policy No. 404 (Recruitment and Hiring Process for Executive/Managerial/Deputy Assistant Service Positions), Policy No. 405 [Discipline for Non-Elective Officials (Executive Service/Department Heads)], and as provided by Section 17.12(1) of the Wisconsin Statutes.
2. Duties. The City Assessor shall be a full-time officer of the City and shall perform the functions of the Office of City Assessor as provided under the Constitution and laws of the State of Wisconsin, the position job description, employment contract, and such other duties as the Common Council may prescribe from time to time.
3. Certification. No person may be appointed to the Office of City Assessor who has not been certified by the Wisconsin Department of Revenue, pursuant to Sec. 73.09 of the Wisconsin Statutes, as qualified to perform the functions of the office. The Office of City Assessor is vacant if the certification required under this Subsection **(3)** of the person appointed to the office is revoked or permitted to lapse.
4. Removal; For Cause. The City Assessor may be removed from office for cause by the Circuit Court, as provided in Sec. 17.14 of the Wisconsin Statutes.
5. Rules. The City Assessor may make the necessary rules for the conduct of his or her duties and incidental proceedings.
6. Confidentiality of Certain Information. Pursuant to Section 70.47(7)(af) of the Wisconsin Statutes, information provided to the City Assessor about income and expenses of the taxpayer shall be held in confidence and shall not be subject to the right of inspection and copying under Section 19.35(1) of the Wisconsin Statutes.

[Ord. 6361, 2/3/1998; Ord. O-2008-0045, 9/16/2008; Ord. O-2018-0022, 5-15-2018]