



MUSKOGEE COUNTY ASSESSOR RON DEAN

400 W. Broadway, Room 210
Muskogee, OK 74401

918-682-8781
Fax 918-682-9566

COUNTY ASSESSOR EMPLOYEES

Assessor	<ul style="list-style-type: none"> • Ron Dean
1st Deputy	<ul style="list-style-type: none"> • Reyna Benavides
Administrative Assistant I	<ul style="list-style-type: none"> • Madison Osborne • Yajaira Rosario
Administrative Assistant II	<ul style="list-style-type: none"> • Theresa Caves • Ana Driscoll • Taylor Duerson
Review Appraiser	<ul style="list-style-type: none"> • Jerry Gann
Chief Appraiser	<ul style="list-style-type: none"> • Glenn Brown
Field Appraiser	<ul style="list-style-type: none"> • Diego Rubio • Tate Payne
Field Appraiser Trainee	<ul style="list-style-type: none"> • Kendra Brown
GIS Program Manager (Mapper)	<ul style="list-style-type: none"> • Darlene Chancery
GIS Technician	<ul style="list-style-type: none"> • Mary Hurd
Data Analyst	<ul style="list-style-type: none"> • Sarah Wallis

RECEIVING OFFICERS

- ❖ Darlene Chancery
- ❖ Madison Osborne

REQUISITION OFFICERS

- ❖ Ron Dean – Assessor
- ❖ Reyna Benavides – 1st Deputy

INVENTORY OFFICERS

- ❖ Glenn Brown
- ❖ Yajaira Rosario

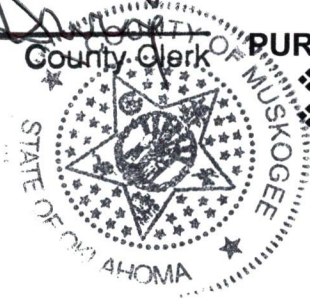
SAFETY OFFICER

- ❖ Taylor Duerson

PURCHASING OFFICERS

- ❖ Theresa Caves
- ❖ Anastasia Driscoll

15 day of July 2004
 Chairman [Signature]
 Member [Signature]
 Member [Signature]
 Attest [Signature]



Administrative Assistant I-

General office duties. Answering phone calls, assisting the public counter, scanning, emailing, filing. In training, no completed accreditation classes by OSU CLGT. Printing and mailing sales confirmations. Processing of 936's, homestead exemptions, renditons and assisting with farm cards. Any value changes to an account must be verified by anyone certified under the Oklahoma Accreditation Program.

- Madison Osborne
- Yajaira Rosario

Administrative Assistant II-

All duties as level I plus the handling of purchasing and receiving orders, data entry, processing all OTC forms. Some may hold more experience working with business personal property and others with ag & mobile home properties, while we want everyone to be cross changed, please feel free to kindly direct certain questions pertaining to a specific account to those individuals.

- Theresa Caves
- Ana Driscoll
- Taylor Duerson

Review Appraiser-

Reviewing data from field appraisers. Data entry, sketching, value evaluation, critical thinking.

- Jerry Gann

Chief Appraiser-

Field appraiser supervisor. In charge of regulating the daily tasks for appraisers, making sure daily goals for Visual Inspection, sales, parcel splits and all tasks for the Appraisal Department are met. Data entry, file organizing, team motivator, and s. Making sure company vehicle maintenance is upkeep.

- Glenn Brown

Field Appraiser Trainee-

No CLGT classes have been completed. Will shadow the daily duties of an accredited appraiser. Will work in teams to complete VI and field work. Data entry, basic administrative duties, must communicate well with the public.

- Kendra Brown

Field Appraiser-

Completed CLGT accreditation program. Works in teams to complete VI and other field work. Great communication skills to interact with property owners. Basic administrative duties, puts maps in navigation order, review card data entry, helps train new field trainee's

- Diego Rubio
- Tate Payne

GIS Program Manager (mapper)-

Basic administrative duties, along with receiving all deeds filed with Land Records. Data entry of deed changes such as ownership, legal description changes, parcel splits, new plats etc. Responsible for maintaining county map with accurate information. Supervises gis tech and data analyst, delegates responsibilities as necessary.

- Darlene Chancery

GIS Technician-

Works under the direction of GIS Manager, data entry includes deed changes and maintenance of online ONEMAP. Basic administrative duties.

- Mary Hurd

Data Analyst-

Data entry for field appraiser work and deed updates. In house title work for deed changes and assisting GIS department as necessary. Basic administrative duties.

- Sarah Wallis