

**DESCRIPTION:** Under administrative direction, manages the activities of the Assessment Unit within the Property Tax Division, which administers all duties of the office of County Assessor in all Nebraska counties where the Property Tax Administrator has assumed the assessment function; performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This class consists of a single position located in the Property Tax Division within the Nebraska Department of Revenue and is responsible for the property tax assessment function.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

Plans, organizes, coordinates, and directs all activities to establish operational priorities and coordinate the functions of the Assessment Division. Develops and writes new policies and procedures for the division.

Consults with other division administrators/managers to ensure the achievement of division goals. Reviews assigned work-loads and accuracy of production in division.

Confers with and advises the Property Tax Administrator regarding the management of the Assessment Division.

Evaluates and determines valuation models used to determine assessed valuation.

Analyzes new legislation to determine its impact on agency and make any changes to internal operating procedures, regulations, and policies.

Supervises professional assessment staff.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed at entry level to perform the work assigned.)

Knowledge of: property tax law, rulings, and regulations; strategic planning; management principles including planning, organizing, staffing, personnel, and budgeting; administrative policies, procedures, and court decisions relating to property assessment; principles and techniques of public relations; data processing; research and statistics; the trends, techniques, and methods of real estate appraisal; property tax system in Nebraska.

Ability to: motivate, coordinate, and direct the work of subordinate professional staff; understand and support and implement management goals as they affect short-range and long-range operations; analyze organizational and operational problems and develop timely and economical solutions; represent the agency and its programs within and outside the agency to gain support for agency goals and objectives; communicate effectively with individuals and groups; conduct basic tax, valuation and legal research; qualify as an expert witness for purposes of testimony to the Tax Equalization and Review Commission, county boards and courts; interpret state statutes and present persuasive arguments.

G27150 – REVENUE PROPERTY ASSESSMENT MANAGER (continued)

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Valid real estate appraiser registration issued by the Nebraska Real Estate Appraiser Board **AND** Bachelor's degree in business administration, public administration, finance, accounting, management or related field with managerial or supervisory experience **AND** three years of experience assessing real property; Experience can be substituted for education on a year for year basis.

**SPECIAL NOTES:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Position may require a valid driver's license or the ability to provide independent authorized transportation.