

STATE OF NEBRASKA  
CLASS SPECIFICATION  
EST: 02/95 - REV: 12/15

CLASS CODE: A27121  
SALARY GRADE: 352  
OVERTIME STATUS: N

### **REVENUE PROPERTY ASSESSMENT LIAISON TRAINEE**

**DESCRIPTION:** Under immediate to general supervision, the Liaison Trainee is trained to investigate and evaluate property valuation practices and procedures of county officials. Interprets, explains and applies manuals, guides, directives and regulations relating to property valuation developed by the Department of Revenue for the instruction and regulation of county property tax assessment.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first of two levels of the Revenue Property Assessment Liaison classification series: Revenue Property Assessment Liaison Trainee and Revenue Property Assessment Liaison. Incumbents of this classification are assigned to a training program for up to 18 months, and observe the duties associated with a full assessment cycle. Incumbents in the trainee level perform work in a training status to build their knowledge of assessment processes and develop analytical skills. Incumbents are typically responsible for the liaison functions of assigned counties with input and direct supervision from assigned mentors.

After successful completion of a training period of up to 18 months, the incumbent must advance to the position of Revenue Property Assessment Liaison, A27122. Upon promotion to Revenue Property Assessment Liaison, incumbents are responsible for evaluating property valuation practices of assigned counties with general to limited supervision, conducting statistical analysis and summarizing conclusions in narrative reports. Incumbents also work directly with county officials to explain and apply manuals, guides, directives, and regulations relating to property valuation, and conduct research to be used in the evaluation of current procedures.

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

Learns concepts and processes involving the analysis of assessment data, write assessment reports to summarize conclusions.

Assists Field Liaison in the evaluation of property valuation practices and procedures of county officials and co-assists county officials in interpreting and applying information contained in assessment reports.

Receives training in the proper application of property tax legislation, statutes, policies, procedures, uniform tax books, records and forms.

Evaluates deadlines of all property tax categories that affects county assessors, county clerks, register of deeds and county treasurers.

Participates in meetings with property owners and county officials to explain assessment plans, statutes, policies, and procedures relating to property tax.

Answers or refers questions to the appropriate division with the Department of Revenue concerning assessments, levy, tax rates, procedures, and policy application.

A27121 – Revenue Property Assessment Liaison Trainee (continued)

Participates in conferences, seminars and other training for county officials, taxpayer groups, individual taxpayers, or their representatives relating to property assessment.

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

Knowledge of: terms commonly used in or related to real estate and real property assessment; professional report writing; statistical principles and application; agricultural land economics, effective processes for gathering, interpreting and evaluating data used in valuation of real property; and spreadsheet applications for data analysis.

Ability to: develop understanding of agency policies and procedures. Evaluate and draw conclusions based on merits of arguments presented; communicate effectively to individuals and groups both verbally and through written communication.

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

Five years of progressively responsible experience in real estate/real property assessment, or experience applying and interpreting statutes, regulations, or administrative procedures;

OR

Bachelor's degree with course work in a relevant area such as business administration, public administration, or economics, plus two years of professional experience.