

REVENUE PROPERTY ASSESSMENT LIAISON

DESCRIPTION: Under limited supervision, investigates and evaluates property valuation practices and procedures of county officials and interprets manuals, guides, directives and regulations relating to property valuation developed by the Department of Revenue for 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 second of two levels of the Revenue Property Assessment Liaison classification series: Revenue Property Assessment Liaison Trainee and 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. Incumbents at this level assist in training less experienced staff and have successfully completed up to an 18 month training period as a Revenue Property Assessment Liaison Trainee.

Incumbents of the Revenue Property Assessment Liaison Trainee 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.

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.)

Compiles assessment data and incorporates in written assessment reports for use as supporting evidence to determine market value of property.

Trains and mentors assigned Revenue Property Assessment Liaison Trainees.

Evaluates property valuation practices and procedures of county officials and assists county officials in interpreting and applying information contained in assessment reports.

Instructs and assists county assessors in the proper application of property tax legislation, statutes, policies, procedures, uniform tax books, records and forms.

Coordinates deadlines of all property tax categories with the assessor, county clerks, register of deeds and county treasurers.

Contacts property owners and county officials to explain assessment plans, statutes, policies, and procedures relating to property tax.

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

Conducts, leads and participates in conferences, seminars and other training for county officials, taxpayer groups, individual taxpayers, or their representatives to relating to property tax valuation.

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

Knowledge of: property tax statutes related to real property and personal property including the various exemption provisions; functional areas of the Department of Revenue and specifically the functional aspects of the Property Tax Division; county offices and the State Board of Equalization; application of Department of Revenue policies and procedures; terms commonly used in or related to real property assessment; writing of assessment reports; depreciation theories, cost estimating, methods of capitalization, and real property assessment mathematics; principles of land economics, assessment processes; problems encountered in gathering, interpreting and evaluating data involved in valuation of real property.

Ability to: present agency policies and procedures to establish the agency position on issues during county board meetings; apply agency statutes, policies and procedures to evaluate county property assessment practices; evaluate and draw conclusions based on merits of arguments presented; communicate effectively to individuals and groups.

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;

AND

Completion of the Revenue Property Assessment Liaison Trainee program.