

DESCRIPTION: Under administrative direction, manages the property tax measurement function for the state, including the development of the state sales file, the verification of sales transactions for purposes of measurement level of value, quality of assessment, as well as adjustments to valuations for purposes of distribution of state aid; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class consists of a single position located in the Property Assessment Division within the Nebraska Department of Revenue. This class is responsible for the Property Assessment Measurement function; which ensures appropriate valuation of property in Nebraska.

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 to coordinate the functions of the Measurement Section. Develops and writes new policies and procedures for the division.

Consults with other division managers to insure achievement of division goals. Reviews assigned workloads and accuracy of production by the division.

Confers with and advises the Property Tax Administrator regarding the management of the Measurement Section.

Evaluates and determines statistical models used to determine level of value and quality of assessment; coordinates valuation processes of centrally assessed property; implements new measurement tools and analysis processes; coordinates development of data processing needs.

Coordinates information and data flow between county assessor offices and the Property Assessment Division which includes sales file data, and Property Assessment regulations.

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

Meets with county officials and other government officials to discuss property measurement practices, principles, and agency determinations.

Coordinates development and implementation of measurement education courses for county officials.

Supervises professional measurement staff.

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

Knowledge of: Property Assessment regulations, tax laws and rulings; property tax law; administrative policies, procedures, and court decisions; property tax system in Nebraska; the principles and practices of administration including planning, organizing, staffing, budgeting, personnel management practices; the principles and techniques of public relations, data processing, research and statistics; the trends, techniques, and methods of public administration

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.

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

Bachelor's degree in business administration, public administration, finance, accounting, statistics, management or related field with managerial or supervisory experience AND three years of experience evaluating, assessing, and/or measuring 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).