



Office of Human Resources
Personal Property Appraiser Supervisor - CV3176
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General Statement of Duties

Supervises Personal Property Technicians engaged in business personal property asset appraisals and valuations for tax collection purposes, ensures depreciation tables are accurate, ensures compliance with state and local statutes regarding property taxation, and works directly with taxpayers on complex asset valuations.

Distinguishing Characteristics

The Personal Property Appraiser I is an entry-level classification used to train and develop employees to perform business personal property asset valuations.

The Personal Property Appraiser II is an intermediate-level classification that performs routine work conducting business personal property asset valuations.

The Personal Property Appraiser III is a full performance level classification that performs complex work conducting business personal property asset valuations.

The Personal Property Appraiser Supervisor is responsible for the supervision of Assessment Personal Property Technicians and overseeing taxpayer protests and appeals.

Level of Supervision Exercised

Supervises two or more staff members.

Essential Duties

Supervises technicians engaged in business personal property asset appraisals and valuations for tax collection purposes, ensures depreciation tables are accurate, ensures compliance with state and local statutes regarding property taxation, and works directly with taxpayers on complex asset valuations.

Works with stakeholders both internal and external to the city to explain business personal property appraisal and valuation processes and procedures and explains state and local statutes regulating the taxation of assets.

Conducts complex business personal property asset appraisals and valuations by researching, analyzing, preparing, and processing tax declarations for tax collection purposes, providing taxpayers with complex information on assessment processes and procedures, and ensures all tax declarations for the unit are processed within guidelines and time requirements.

Logs, tracks, and reviews all taxpayer asset declaration protests to ensure soundness of work performed by technicians, conducts research into cases, and works directly with taxpayers to address objections.

Oversees the work of technicians regarding the formal hearings process for appeals to Board of Equalization, Board of Assessment Appeals, Board of County Commissioners, and District Court and arbitration, which includes meeting the city attorneys on cases to support assessment determinations.

Supports assessment operations and functions to achieve goals and objectives, implements process improvements, monitors performance, creates reports and spreadsheets, and advises management as a subject matter expert regarding developments and trends.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Analyzing – Analyzes data and all other sources of information, patterns, and relationships. Demonstrates an understanding of how one issue may be a part of a much larger system.

Arithmetic – Performs computation such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, and percentages.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service – Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication – Expresses information to individuals or groups effectively; considering the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Problem Solving – Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Reading – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Delivering Results – Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing – Collaborates with, persuades, and influences others.

Coaching – Provides other with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Knowledge & Skills

Knowledge of economic and accounting principles and practices, tax law and practices, the financial markets, banking, and the analysis and reporting of financial data.

Knowledge of research techniques to be able to determine what information is needed, gather and analyze desired information, and input information.

Knowledge of state statutes to be able to disseminate information, determine assessable property, and enforce compliance.

Skill in interpreting the contents of taxpayer submitted accounting information and asset listing and determining the appropriate classification for property assessment purposes.

Education Requirement

Associate degree in business administration, accounting, real estate, or a related field of study.

Experience Requirement

Three (3) years of business personal property valuation experience, which includes researching, analyzing, and preparing asset valuations for tax collection purposes.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education for all classifications.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Temperature Changes: Variations in temperature from hot to cold when working in the field.

Level of Physical Demand

1-Sedentary Work (0 - 10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs).

Color vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: performing work using two or more.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Hearing/Talking: Hear and determine direction of sound.

Hearing: perceiving the nature of sound by the ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Sitting: In sitting position to write a report, vehicle patrol, and the public contact.

Sitting: remaining in the normal seated position.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

Written Comprehension

Background Check Requirement

Criminal Check

Employment Verification

Education Check

By position, Motor Vehicle Record

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: V-811

FLSA Code: Y

Established Date: 9/22/2019

Established By: JH

Revised Date:

Revised By:

Class History: