

**PROPERTY TAX ASSESSMENT SUPERVISOR****NATURE OF WORK IN THIS CLASS:**

This is supervisory real property tax assessment work.

The employee in this class plans and supervises the administration of programs and activities of the Tax Assessment Branch, Department of Revenue and Taxation.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

Plans, supervises and coordinates the real property tax assessment programs and activities, including the preparation and publication of the annual assessment roll and delinquent lists, maintenance of real property records and documents, determination of abatements and refunds; processing of home, non-profit and other applications for tax exemptions; and related activities.

Evaluates program and recommends/implements appropriate changes to laws, regulations, procedures and other guidelines to enhance program effectiveness.

Responds to taxpayer complaints and inquiries; reviews and recommends appropriate action on disputed tax assessment cases.

Assigns work and establishes work and performance standards; explains work procedures and requirements to program staff; evaluates work performance and recommends appropriate personnel actions; develops and implements developmental and training plans for program staff.

Hears and resolves employee complaints, referring the more complex matters to higher level supervisors; effects minor disciplinary measures such as warnings and reprimands, recommending action in more serious cases.

Coordinates the electronic data processing of property tax records and tax assessment.

Maintains records and prepares administrative and technical reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles and practices of management.

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Knowledge of the principles and practices of real property valuation pertinent to tax assessment.

Knowledge of property tax assessment methods and procedures.

Ability to supervise the work of others.

Ability to interpret and apply laws and regulations governing real property taxation and other program guidelines.

Ability to make decisions in accordance with program guidelines.

Ability to evaluate program effectiveness and recommend/implement appropriate changes.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

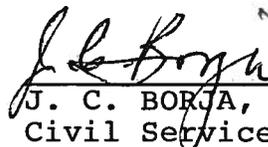
Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING:**

- a) Five years of experience in property tax assessment or appraisal work and graduation from high school; or
- b) Three years of experience in property tax assessment or appraisal work and graduation with a Bachelor's degree; or
- c) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: October, 1984

PAY RANGE: 34

  
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J. C. BORJA, Executive Director,  
Civil Service Commission