

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

This is supervisory real property tax appraisal work.

Employee in this class plans, directs and implements the programs and activities of the Tax Appraisal Branch involving the appraisal of residential and commercial buildings and structures for tax assessment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed.)

Plans, develops and implements the real property tax appraisal program of the Department of Revenue & Taxation.

Plans and supervises the work of subordinate appraisers; sets priorities and prepares schedules for completion of work.

Gives advice, counsel or instruction to program staff on both work and administrative matters; evaluates work performance of subordinates.

Hears and resolves complaints from employees; refers the more serious complaints not resolved to higher level supervisors; effects minor disciplinary measures such as warnings and reprimands, recommending action in more serious cases.

Identifies developmental and training needs of subordinates; conducts training or recommends training to be provided.

Evaluates program and recommends/implements appropriate changes in property tax assessment schedules, laws, regulations and other program guidelines to enhance program effectiveness.

Responds to taxpayer complaints, attends the Board of Equalization meetings and makes recommendations on disputed tax assessment cases.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of management.

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

Knowledge of the practices and techniques of building appraisal for tax assessment.

Knowledge of mathematics used to determine perimeter, area, volume and percentages.

Ability to plan and direct the property tax appraisal program and functional activities.

Ability to interpret and apply property tax laws, regulations and other 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.

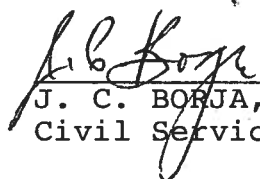
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

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

ESTABLISHED: October, 1984

PAY RANGE: 34



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