

REAL PROPERTY TAX ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

Plans and administers the appraisal and assessment programs and activities of the Division of Real Property Tax, Department of Revenue and Taxation.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers the programs and activities of the Real Property Tax Division involving the assessment, collection and enforcement of real property taxes as required by law.

Reviews appraisals of real property involving intricate and complex appraisal techniques.

Formulates appraisal procedures and other program guidelines; interprets property tax laws and program guidelines and requirements to the public and other governmental agencies.

Directs the preparation and publication of the assessment roll and the delinquent tax list; reviews and recommends equalization and correction of the assessment and/or delinquent roll; reviews and recommends for approval or disapproval of applications for refunds.

Responds to technical questions relating to the law and other requirements on property valuations, assessments and taxes.

Prepares and administers program budget; administers administrative policies for personnel, training and safety.

Represents the Director in various meetings and conferences; testifies in court in behalf of the Director relating to property tax record of assessments and tax valuation.

Prepares administrative and technical reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices and techniques of real property tax administration.

Knowledge of the principles and practices of public administration.

Knowledge of property values and factors influencing the value of real property for tax purposes.

Ability to administer a comprehensive real property tax program.

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

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/initiate changes to improve program effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Three (3) years of technical experience in real property tax appraisal or assessment work; one (1) year of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in Real Estate, Business or Public Administration, or related fields; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

AMENDED: APRIL 1998

PAY GRADE: 0

HAY EVALUATION:

KNOW HOW:	E13	264
PROBLEM SOLVING:	E3 (33%)	87
<u>ACCOUNTABILITY:</u>	<u>E1C</u>	<u>100</u>
TOTAL POINTS:		451

This standard revises and supercedes the standard established July 1980 and amended October 1984.



ELOY P. HARA
Executive Director
Civil Service Commission