STATE OF COLORADO

John W. Hickenlooper, Governor

Department of Local Affairs
Reeves Brown, Executive Director

Division of Property Taxation
JoAnn Groff, Property Tax Administrator

BULLETIN NO. 6

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: February 15, 2012

THE BULLETIN IS AVAILABLE ON OUR WEBISTE
Website address: http://dola.colorado.gov/dpt

2/15/12	Position Opening in Division of Property Taxation	All interested personnel
2/15/12	2012 Education Calendar January – December	All interested personnel

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TO:	County Assessors
FROM:	JoAnn Groff Property Tax Administrator
SUBJECT:	Division of Property Taxation Position Opening
DATE:	February 15, 2015
DISTRIBUTION:	Review with staff. File in General Correspondence File.

MEMORANDUM

Attached please find a job announcement for a Property Tax Specialist II-Appraisal in the Appraisal Standards Section of the Division of Property Taxation.

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STATE OF COLORADO
invites applications for the position of:

PROPERTY TAX SPEC II - APPRAISAL

This position is open only to Colorado state residents.

CLASS TITLE: PROPERTY TAX SPEC II

LOCATION: Denver, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Downtown Denver, 1313 Sherman St., Denver, CO 80203

SALARY: $4,409.00 - $5,000.00 Monthly

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 02/15/12

CLOSING DATE: 02/24/12 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:
This position has been reannounced. If you have already applied for the PROPERTY TAX SPECIALIST II - APPRAISAL position, it is not necessary to reapply.

Mission Statement:

The Department of Local Affairs (DOLA) strengthens communities and enhances livability in Colorado by providing accessible assistance in property tax laws; community development and financial support for community needs; safe, affordable housing; emergency preparation, prevention, response and recovery. DOLA strives to be responsive, attentive, solutions-oriented and respectful, within and beyond our departmental boundaries.

The Division of Property Taxation coordinates and administers the implementation of property tax law throughout the 64 counties. It operates under the leadership of the property tax administrator, who is appointed by the State Board of Equalization (state board). For more information about the Division of Property Taxation go to http://www.colorado.gov/cs/Satellite/DOLA-Main/CBON/1251590375296 .

DESCRIPTION OF JOB:

DUTIES: This position as a Property Tax Specialist II in the Appraisal Standards section will perform duties requiring the application of advanced professional knowledge and skill, particularly in the area of commercial real estate.
Duties include:

- Researches complex legal and appraisal issues that generally have broad impact throughout the state, particularly relating to commercial real estate; evaluates and documents issues relating to ad valorem appraisal issues; develops policies and

procedures based on the research.
- Provides appraisal assistance to county assessors, staff and the general public through telephone calls, e-mails and in-person visits, including on-site work in county offices or presentations to taxpayer or real estate professional groups.
- Develops, revises, and instructs standard and advanced appraisal curricula, educational materials, and examinations for appraisal license continuing education and qualifying education as well as for other courses, workshops, seminars and schools for assessors and their staff.
- Researches, develops, and writes technical appraisal materials for publication in appraisal manuals, guidelines, and procedures for use by county assessors, public policy makers, and taxpayers.
- Defends decisions, manuals, and procedures of the Property Tax Administrator at public hearings, public meetings, before the Board of Assessment Appeals, district court, or arbitration by presenting testimony and evidence to explain the procedure, policy or decision and the reasons therefore.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS AND CONDITIONS OF EMPLOYMENT:

MINIMUM QUALIFICATIONS: Requires graduation from an accredited college or university with a bachelor's degree in a related field and two years knowledge and experience in real estate appraisal.

The preferred candidate will have previous knowledge and experience in the valuation of commercial real estate, and will have previous experience providing formal training, and excellent oral and written communication skills.

NECESSARY SPECIAL QUALIFICATION: Qualified applicants must possess a current appraisal license issued by the Colorado Board of Real Estate Appraisers.

SUBSTITUTION: Professional work experience in real estate appraisal which provided the same kind, amount, and level of knowledge acquired in the required education may be substituted on a year-for-year basis for the bachelor's degree.

CONDITIONS OF EMPLOYMENT: Must possess and maintain a valid Colorado driver's license.

SUPPLEMENTAL INFORMATION:

A RESUME must be submitted in order for your application to be considered. Please submit a **completed** employment application and attach your resume to the online application, fax to 303-866-2251, or email to susie.esparza@state.co.us. Application and resume must be received by 5:00 p.m. on the announcement closing date **(postmarks will not suffice)**. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If not applying online, application forms are available at the Dept. of Local Affairs employment website at http://dola.colorado.gov/employment.html.

Applications are used as part of the selection and exam process. Applications will be reviewed to determine if you meet the minimum qualifications for the position and may be ranked to determine the most qualified applicants for this position. Be sure your application specifically addresses all the requirements listed.

Please include your current e-mail address on your application, as most correspondence regarding this position will be electronic-based. The department cannot guarantee the successful delivery of e-mail. You will be notified of the status of your application two weeks after the closing date of the announcement. If you do not receive information regarding the status your application after this time, please contact (303) 866-5884.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:
Dept. of Local Affairs, Human Resources Office, 1313 Sherman St., Rm. 315, Denver, CO 80203, fax: 303-866-2251

DEPARTMENT CONTACT INFORMATION:
Susie Esparza, email: susie.esparza@state.co.us, phone: 303-866-5884

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created or the transfer, non-disciplinary (voluntary) demotion or reinstatement applicants. However, there is the possibility that appointment(s), for valid, articulated business reasons may be made by transfer, reinstatement, disciplinary or non-disciplinary demotion, trial service reversion, placement due to return from military service or another method of appointment not stated.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.colorado.gov/cojobs

Position #NAA-80079
PROPERTY TAX SPEC II - APPRAISAL SE

THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

PROPERTY TAX SPEC II - APPRAISAL Supplemental Questionnaire

* 1. Are you a current resident of the State of Colorado who can provide proof of Colorado residency?

❑ Yes ❑ No

* Required Question

Colorado Division of Property Taxation

2012 EDUCATION CALENDAR JANUARY-DECEMBER

January			
Canceled	30-Feb 2	Introduction to Assessment	Grand Junction
February			
	7	National USPAP Update Course	Boulder
	13-16	Introduction to Assessment	Golden
	13-17	Basic Appraisal Principles	Grand Junction
	27	Basic Personal Property	Golden
	28	Advanced Personal Property	Golden
	29	Possessory Interest	Golden
March			
	1	Advanced Personal Property	Grand Junction
	1	National USPAP Update Course	Golden
	6	National USPAP Update Course	Grand Junction
Special Request	6	Manufactured Homes	Alamosa
	7	Sales Confirmation	Lone Tree
	7	Abatements	Grand Junction
	15	Abatements	Golden
	21	National USPAP Update Course	Lone Tree
	27	Classification	Grand Junction
	29	Classification	Golden
April			
	2-6	Basic Appraisal Procedures	Grand Junction
El Paso Cty Course	10	Overview of Multiple Regression Analysis (MRA) in Assessment	Colorado Springs
	17-18	2-day USPAP	Grand Junction
June			
	4-7	Summer Conference	Steamboat Springs
	12-13	Manufactured Homes	Grand Junction
	19-20	Manufactured Homes	Denver
	20	Sales Confirmation	Grand Junction
July			
	24	Processing State Assessed Values	Golden
	25-26	Abstract/Certification	Golden
	31	Processing State Assessed Values	Grand Junction
August			
	1-2	Abstract/Certification	Grand Junction
	7-9	Vacant Land Present Worth	Lone Tree
	27-30	CATA	Breckenridge

September			
	4-5	Statistics	Longmont
	6	Time Trending	Longmont
	10-14	Basic Appraisal Principles	Metro
	11	Basic Title Conveyance	Grand Junction
	12	Advanced Title Conveyance	Grand Junction
	18-20	Vacant Land Present Worth	Glenwood Springs
	25	Basic Title Conveyance	Westminster
	26	Advanced Title Conveyance	Westminster
October			
	1-5	Basic Appraisal Procedures	Metro
	22-25	Introduction to Assessment	Grand Junction
	22-25	Introduction to Assessment	Denver
	23-24	2-day USPAP	Longmont
	23-25	Ag Land & Rural Structures	Montrose
	30	National USPAP Update Course	Westminster
November			
	6-8	Assessment Administration	Grand Junction
	6-8	Assessment Administration	Metro
	14	National USPAP Update Course	Longmont
	27-29	Ag Land & Rural Structures	Longmont
December			
	3	Law Seminar	Pueblo
	4-6	Winter Conference	Pueblo
	11	National USPAP Update Course	Metro
New Class	12	Natural Resources	Castle Rock
	18	Sales Confirmation	Lone Tree

1/31/12