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. 9

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: March 14, 2012

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

3/14/12	Boulder County Position Opening	Review with staff. File in General Correspondence File.
3/14/12	2012 Education Calendar March-December	All interested personnel

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DIVISION OF PROPERTY TAXATION
JoAnn Groff, Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Boulder County
Position Opening

DATE: March 14, 2012

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The Boulder County Assessor's Office has a position opening for a Commercial Appraiser III. See attached announcement for more information.

1313 Sherman, Room 419, Denver, CO 80203, (303) 866-2371
http://dola.colorado.gov FAX (303) 866-4000

BOULDER COUNTY COLORADO
invites applications for the position of:

Commercial Appraiser III

Boulder County is a forward-thinking community with just under 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

SALARY

Monthly	Annually
$4,639.00 - $6,680.00	$55,668.00 - $80,160.00

OPENING DATE: 03/07/12 **CLOSING DATE:** 03/21/12 11:59 PM

DESCRIPTION: Boulder County's Assessor's Office is hiring a Commercial Appraiser III to work in a team environment to estimate the value of all property types and to determine market valuation using the cost, market and income approaches to value.

Working under general supervision of the Chief Deputy and/or the Commercial Department Supervisor, the Commercial Appraiser III will have primary responsibility along with members in their team for all properties in that team's assigned geographic area, including all land values, improved property values, and accuracy and equity of all appraisals within that area. These may include apartments, vacant land, mixed-use, commercial or industrial, state assessed, possessory interest, and exempt properties (as assigned).

The Commercial Property Appraiser will spend approximately 80% of time in an office environment and the remainder of the time outside or inside a vehicle, working in all kinds of weather.

EXAMPLES OF DUTIES Duties include: educates the public about the assessment process; defends valuation of these properties at the Assessor Level, County Board of Equalization, Board of Assessment Appeals and Binding Arbitration; assists in appeal cases to District Court and State Board of

Assessment Appeals; makes changes to the real property file accurately and efficiently; reports current market trends and conditions within their geographic area and reports to the Chief Deputy as well as to the public upon request; helps other teams, staff members and departments when requested; and promptly and efficiently performs all other tasks as assigned.

Management Oversight:
1. May lead a cross-functional/departmental, location-based team to conduct all assessment work within a specified area of the county
2. Coaches, trains and mentors team members to monitor professional growth of individuals
3. Contributes to the overall process of developing good standards of practice within the appraisal environment
4. Analyzes and reports status of assigned properties within team area to Chief Deputy /and or Commercial Department Supervisor

Appraisal Skills:
1. Develops a time trend using appropriate appraisal techniques and tools
2. Determines the market values of residential properties by the sales comparison approach utilizing mass appraisal tools and appraisal expertise and the cost, market and income approaches for Commercial/Industrial Properties
3. Reviews deed and sale information to determine market trends and correct coding of sales information
4. Analyzes sales ratio information to ensure accuracy and equity of values
5. Researches files to ensure correct property characteristic listings, and reviews previous appraisals for accuracy.
6. Performs field reviews on properties with outstanding building permits to establish market value changes resulting from changes in building characteristics
7. Researches and prepares tax roll changes for the Treasurer
8. Collects physical characteristics in the field and establishes a basis for market valuations of property which includes photographing, inventorying property characteristics, measuring and drawing buildings and other appropriate structures
9. Determines types and quality of construction and gathers information from builders on costs of new and remodeled buildings.
10. Develops values for vacant subdivisions complete with state of development and appropriate discounting factors

Public and Industry Interactions:
1. Educates taxpayers in assessment process and the procedures used to arrive at actual and assessed values
2. Works directly with the public handling taxpayers' appeals during appeal period and on a daily basis as required
3. Responsible for all property correspondence, both verbal and written, concerning valuations, assessments, changes to the assessment roll and statutory assessment procedures for properties in assigned area

4. Completes on average five to seven appraisals and reviews per day

Appraisal Defense:
1. Defends values at all hearing and court levels

REQUIRED QUALIFICATIONS

High school diploma and four years of appraisal experience is required. Bachelors degree preferred. Working knowledge of assessment law and practices and principles of real property appraisal required. Must have a valid Colorado driver's license or willingness to obtain within 30 days of hire. Must have a Certified General Appraiser's License.

The ideal candidate will have considerable knowledge and skill in operation of personal computers, software and auxiliary equipment currently being used by the Boulder County Assessor's office; the ability to manipulate property characteristic information and sale information specific to appraisal and assessment work; considerable knowledge of buildings, construction materials, practices and terminologies of appraisal and assessment; the ability to read and interpret directives, manuals and other guides; the ability to appraise real property with accuracy; the ability to prepare and maintain accurate records; and have the ability to read and interpret legal descriptions.

SUPPLEMENTAL INFORMATION

Knowledge Base:
1. Expertise in fee appraisal, data mining, strategic or organizational planning
2. Extensive knowledge of the principles of modeling for mass appraisal, with focus on consistent application of data attribute standards and development of analytical strategies that lend themselves to regression techniques
3. Experience in query building and data mining for other team members, or teams when appropriate
4. Familiarity with GIS centric appraisal techniques
5. Familiarity with current assessment and appraisal systems within this Assessor's office, including Computer Assisted Mass Appraisal systems, the appraiser interface of the Geographic Information System, various spreadsheet programs and database query tools, and the Microsoft Office Professional environment and other related PC programs
6. Familiarity with database mining, and has the ability to draw conclusions from manipulation of text, graphic and other data
7. Working knowledge of all areas of the assessment process, familiarity with all software involved used by the Assessors office CAMA software, GIS or comparable grid applications, spreadsheet applications(Excel),MS Word, Outlook, Shared Calendars, time sheets, and laptop connectivity software, MLS, SPSS
8. Ability to read and translate blueprints into APEX drawing software, digital photo applications, general PC environment, and databases
9. Ability to locate properties by legal description

An application must be completed for each position. No resumes accepted in lieu of application. Apply on line at www.bouldercounty.org, by visiting Boulder County Human Resources at the Courthouse East Wing at 2025 14th Street, Boulder, or by faxing a completed application to 303-441-3494. All new employees and rehires will be required to provide documentary proof of their eligibility for employment. Boulder County is a public employer; therefore all applications are public information.

Deaf and hard of hearing assistance, call Relay Colorado 1-800-659-2656. Boulder County is an Equal Opportunity/Affirmative Action Employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.bouldercounty.org/
ALTERNATIVE FORMAT MAY BE OBTAINED AT:
2025 14th St.
Boulder, CO 80302
303-441-3525
jobs@bouldercounty.org

Job #739
(AE3)
COMMERCIAL
APPRAISER
III
JL

Commercial Appraiser III Supplemental Questionnaire

* 1. Do you have a high school diploma and four years of appraisal experience?

❏Yes ❏No

* 2. Do you have a Bachelor's degree? (preferred)

❏Yes ❏No

* 3. Do you have a valid Colorado drives license or willingness to obtain within 30 days of hire?

❏Yes ❏No

* 4. Do you have a Certified General Appraiser's License?

❏Yes ❏No

* 5. Do you have a working knowledge of assessment law and practices and principles of real property appraisal?

❏Yes ❏No

* Required Question

Colorado Division of Property Taxation

2012 EDUCATION CALENDAR MARCH-DECEMBER

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	Brighton
	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	Lone Tree
	22-25	Introduction to Assessment	Grand Junction
	22-25	Introduction to Assessment	Brighton
	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
Date Change	13-15	Assessment Administration	Westminster
	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

3/14/12