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. 24

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: July 27, 2011

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

Date	Title	Distribution
7/27/11	Douglas County Position Opening	Review with staff. File in General Correspondence File.
7/27/11	Could be cancelled due to lack of students. Need at least 12 students for classes. Deadline to register is 2 ½ weeks prior to classes.	Review with interested personnel. Return registration form to Division. File in Education File.
7/27/11	Education Calendar August – 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: Douglas County
Position Opening

DATE: July 27, 2011

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

MEMORANDUM

The Douglas County Assessor's Office has a position opening for an Appraiser I. See attached announcement for more information.

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

Appraiser I – Commercial Section

The Douglas County Assessor's Office is seeking a real property appraiser to perform ad valorem appraisal and organizational/administrative assignments in support of the Commercial Appraisal Section.

Duties: Responsibilities include property inspections and data collection, property sketching using Apex software, real property records data entry into the Assessor's CAMA system, cost approach applications, sales verification processing, income and expense data collection, responding to quality control reports, organization duties, assisting administrative staff in several assessment processes, and the application of appropriate appraisal techniques to assist the section in completing appraisal efforts, as well as other duties as assigned.

Qualifications: Preferably, a college degree with an emphasis in finance, real estate, business, economics, or a related field, and two years real estate appraisal experience, OR an equivalent combination. A valid Colorado driver's license, competent computer skills including experience with common business software applications, and superior customer service skills are expected. Candidates are also minimally required to hold an active Registered Appraiser License with the State of Colorado. The preferred candidate will have ad valorem appraisal experience with CAMA system exposure or knowledge, and have demonstrated an ability to excel in a team environment. A formal Douglas County job application is required.

Hiring Range: $3,025 - $3,782/month. Salary will be determined based on the indicated level of experience, knowledge and skill inherent in the selected candidate. Interested candidates must complete the application process online at http://agency.governmentjobs.com/douglasco/default.cfm.

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TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: **Could be cancelled due to lack of students**
Need at least 12 students for classes
Deadline to register is 2 ½ weeks prior to classes

DATE: July 27, 2011

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

MEMORANDUM

If you would like to attend, please send a registration form to evelyn.hernandez@state.co.us or fax 303-866-4000.

(3 students registered)

Appraisal 453-Oil & Gas Equipment & Netback					
9/14/2011	Grand Junction	State Services Building	970-248-7318	222 South 6th Street	Jim

(0 students registered)

Appraisal 114-Design Measurement					
9/21/2011	Grand Junction	Mesa County Courthouse	970-244-1610	550 East Rood Avenue / 241 North 6th	Shawn

(7 students registered)

Admin 100-Introduction to Assessment					
9/26-30/2011	Longmont	Southwest Weld Complex	720-652-4200	4209 Weld County Rd. 24 1/2	Denise & Greg

(6 students registered)

Admin 100-Introduction to Assessment					
9/26-30/2011	Grand Junction	Mesa County Courthouse	970-244-1610	550 East Rood Avenue / 241 North 6th	Mike & Curtis

COLORADO ASSESSORS' ASSOCIATION
DPT EDUCATION REGISTRATION FORM
1313 Sherman Street, Room 419
Denver, Colorado 80203
(303) 866-2371 Telephone
(303) 866-4000 Fax

County Name

- ☐ Assessor's Staff
- ☐ Commissioner's Staff
- ☐ Treasurer's Staff
- ☐ Clerk & Recorder's Staff
- ☐ Other

Please submit one registration form for each course title.

Course Title	
Location	
Course Date	

County Contact Person		
Work Phone Number (Include Area Code & Extension)		**E-mail:**

NAME	E-MAIL	SOCIAL SECURITY NO. (LAST 4 DIGITS ONLY) (First-time Students ONLY)	COLORADO APPRAISAL LICENSE NUMBER

For **administrative** and **appraisal** classes e-mail evelyn.hernandez@state.co.us

Colorado Division of Property Taxation

2011

EDUCATION CALENDAR AUGUST-DECEMBER

August			
	8-11	Summer Conference	Crested Butte
	10	Severed Minerals	Castle Rock
	29-Sept 1	CATA	Breckenridge
September			
Info to follow	7	Rate Development	Golden
	13-14	Manufactured Homes	Longmont
	13	Environmental Properties	Grand Junction
	14	Oil & Gas Equipment& Netback Valuation	Grand Junction
	14	National USPAP Update Course	Denver
	20	Sales Confirmation	Grand Junction
	21	Design Measurement	Grand Junction
Special Request	22	National USPAP Update Course	Sterling
	26-30	Introduction to Assessment	Grand Junction
	26-30	Introduction to Assessment	Longmont
October			
	3-7	Basic Appraisal Principles	Golden
	4	Basic Title Conveyance	Grand Junction
	4	Basic Title Conveyance	Denver
	19	National USPAP Update Course	Longmont
	25-27	Admin 705 – Assessment Administration	Longmont
	31-Nov 4	Basic Appraisal Procedures	Westminster
November			
	9	National USPAP Update Course	Grand Junction
	15-17	Admin 705 – Assessment Administration	Grand Junction
	29	Sales Confirmation	Lone Tree
	30	Design Measurement	Lone Tree
December			
	5-8	Winter Conference	Fort Collins
	14	National USPAP Update Course	Lone Tree
	13-14	Manufactured Homes	Golden

7/27/2011