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. 33

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

DATE: October 19, 2011

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

Date	Title	Distribution
10/19/11	Manufactured Homes Not Integral to Agricultural Operation Sub code for 2012	Review with appropriate staff.
10/19/11	National USPAP Update Course	Review with interested personnel. Return registration form to Division. File in Education File.
10/19/11	Moffat County Position Opening	Review with staff. File in General Correspondence File.
10/19/11	Education Calendar October - 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: Manufactured Homes Not Integral to Agricultural Operation
Subclass Code for 2012

DATE: October 19, 2011

DISTRIBUTION: Review with appropriate staff

MEMORANDUM

Last week's bulletin listed the new subclass codes for land and improvements that are not integral to agricultural operations (HB 11-1146). Listed below is a new subclass code for titled manufactured homes that are not integral to an agricultural operation. Implementation of the new subcode is optional for reporting on the 2012 Abstract of Assessment, but will be mandatory for 2013.

Manufactured Homes Not Integral to Agricultural Operation - Imp. Code: 1278

This subclass includes titled manufactured homes that are not integral to an agricultural operation. Up to two acres of land under the manufactured home is classified as **Land Not Integral to an Agricultural Operation (1177)**.

Report the following information:
Number of residences
Improvement value

Please note that the new subcode will be presented to the Statutory Advisory Committee in December 2011 with "official" approval of the subcode anticipated by mid-January 2012.

If you have any questions regarding the new subclass code, please contact Janeen Ogden at 303-866-2134 or janeen.ogden@state.co.us.

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Division of Property Taxation
JoAnn Groff, Property Tax Administrator

TO:	All County Assessors
FROM:	JoAnn Groff Property Tax Administrator
SUBJECT:	National USPAP Update Course
DATE:	October 19, 2011
DISTRIBUTION:	Review with interested personnel. Return registration form to Division. File in Education File.

MEMORANDUM

USPAP ALERT!!!!!!

We are coming to the end of the 2010/11 USPAP cycle. For the next two years, there will be new material and instruction. To that end, we need to know our final class registration count so that we can order books for the December 14th USPAP class.

Registration for that class will end at the close of business, **Wednesday, November 16th. NO REGISTRATIONS WILL BE TAKEN AFTER THAT DATE.** This will be your last opportunity for continuing education credit from the Division, and the last USPAP class of the year instructed through the Division.

If you have any questions, please contact Kyle Hooper @ 303-866-2132.

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

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

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DIVISION OF PROPERTY TAXATION
JoAnn Groff, Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Moffat County
Position Opening

DATE: October 19, 2011

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

MEMORANDUM

The Moffat County Assessor's Office has a position opening for a Senior Appraiser. See attached announcement for more information.

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

INTERNAL JOB OPPORTUNITY

Job Title	Department	Posting Date
Senior Appraiser	Assessor	10/19/2011

Salary Grade	Salary Range	Direct Supervisor
29	**$**20.01 **to $**25.01	Robert Razzano

Job Status

Position: ☐ New Position ☒ Existing Position

FLSA Status: ☒ Exempt ☐ Nonexempt

Hour Status: ☒ Full-time ☐ Part-time ☐ Temporary

Work Schedule: 40 hours/week M-F 8-5

Job Duties

Supervises staff and performs complex technical functions related to rural, residential and commercial property appraisal, including: appraising property on a bi yearly basis and upon change in ownership, new construction, splitting or combining property; conducting field inspections; collecting and verifying data; and testifying before various boards and in court.

Education & Experience Required/Preferred

Associate's degree or equivalent from a two year college or technical school; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Appraiser License (Continuing education required to maintain license)

Inquire at: Colorado Workforce Center, 480 Barclay, Craig, CO 81625 (970) 824-3246

Deadline to Apply: Tuesday, November 1, 2011

For more information please contact:
Human Resources (970) 824-9195 and/or Robert Razzano (970) 824-9135.

Colorado Division of Property Taxation

2011

EDUCATION CALENDAR OCTOBER-DECEMBER

October			
	3-7	Basic Appraisal Principles	Golden
	4	Basic Title Conveyance	Grand Junction
Canceled	4	Basic Title Conveyance	Denver
	19	National USPAP Update Course	Longmont
Approved for 21 CE Hours	**25-27**	**Admin 705 – Assessment Administration**	**Longmont**
	31-Nov 4	Basic Appraisal Procedures	Westminster
November			
	9	National USPAP Update Course	Grand Junction
Approved for 21 CE Hours	**15-17**	**Admin 705 – Assessment Administration**	**Grand Junction**
	29	Sales Confirmation	Lone Tree
	30	Design Measurement	Lone Tree
December			
	5	51st Annual Law Seminar	Fort Collins
	6-8	Winter Conference	Fort Collins
	14	National USPAP Update Course	Lone Tree
	13-14	Manufactured Homes	Golden

10/19/2011