

REVENUE PROPERTY TAX PROGRAMS SUPERVISOR

KIND OF WORK

Administrative property appraisal work.

NATURE AND PURPOSE

An employee in this class is responsible for either directing all property appraisal work in the Department of Revenue, or the entire land acquisition program of the Department of Administration. These employees have considerable latitude in directing field operations, maintaining appraisal standards and applying modern appraisal techniques and methods.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, directs and supervises the property appraisal program for the Department of Revenue.

Plans, directs and supervises the state's land acquisition program for the Department of Administration.

Assigns staff appraisers or directly participates in public hearings pertaining to property.

Establishes and maintains appraisal and acquisition standards.

Reviews appraisals and acquisitions of various types of property to insure technical adequacy.

Directs reappraisal studies when necessary.

Directs the work of special land acquisition.

Represents the Department of Administration at legislative hearings regarding land acquisition.

Represents the state in hearings with property owners.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the accepted principles and practices of property valuation and appraising.

Extensive knowledge of property values throughout the state.

Extensive knowledge of the laws and regulations governing the administration of property taxes.

Ability to:

Make and review complex property appraisals.

Administer a statewide property appraisal program.

Establish training programs to improve and maintain appraisal standards.

Establish effective working relationships with public officials and property owners.

Est.: 8/64

Rev.:

Ckd.: 11/92

T.C.: 3/68, 7/73, 11/11

Former Title(s): Appraiser V

Property Appraisal

Director,

Revenue Assessment Admin Asst Dir