



CLASS SPECIFICATION

Class Code: 18600
Date Est: 01/2019
Last Rev:
Last Title Chg:
FLSA: exempt
Probation: 12 months

PERSONAL PROPERTY COORDINATOR

DEFINITION

Under general direction, plans, organizes and supervises the Personal Property Division of the Assessor's Office ensuring compliance with legislative mandates; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree in business administration, accounting, finance or a related field AND two years of full-time experience in a property tax or assessment environment to include the use of standard Microsoft applications (Excel, Word and Outlook at a minimum) and one year of lead or supervisory experience; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

Must obtain Property Tax Appraiser Certificate as a Real and Personal Property Appraiser issued by the State of Nevada Department of Taxation within one year of appointment.

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional and technical staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, direct and supervise the activities and functions of the Personal Property Division; develop and maintain standard systems for discovery, valuation, audit, and appraisal of all personal property; evaluate the effectiveness and efficiency of the Personal Property Division's work priorities, procedures and policies.

Supervise professional and technical staff assigned to the division; assign and review work; provide training on regulations, pertinent statutes and use of computer hardware and software; prepare performance appraisals/evaluations; recommend staffing requirements and assist in the hiring process.

Perform the most difficult and complex appraisals; act as the expert resource on issues related to personal property evaluation, property classification and tax laws; resolve Personal Property appraisal appeals; calculate and respond to Personal Property refund requests submitted by taxpayers; calculate and process Personal Property tax abatements granted by the Governor's Office of Economic Development and valuation of real property possessory interests assessed on the unsecured tax roll.

Participate in planning and evaluation of long-term programs and policies; assist with directing programs; assess office functions, procedures and work methods to identify areas for automation and more efficient operation; develop projections for future staffing, budget, equipment and training needs.

Monitor the development and maintenance of the Personal Property tax database; trouble shoot database and coordinate changes as necessary; conduct ongoing quality control of the database.

Develop, maintain and compile information, data, and statistical figures and graphs for various reports related to the preparation of the unsecured tax roll.

Develop and prepare statistical and analytical reports and correspondence in response to requests from staff and other governmental agencies.

Assist with the development of new assessment procedures, methods and standards to conform to changes in assessment laws and regulations.

Meet with other County departments to coordinate activities, resolve problems and discuss issues and concerns relative to Personal Property.

Plan and direct the continuing assessment/billing of personal property; validate and ensure accuracy.

Provide expert testimony at legislative hearings, tax commission meetings and regulatory workshops regarding proposed statutory and regulatory changes affecting property assessment, and before the County and State Boards of Equalization.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Management information systems, software and database specific to the assigned responsibilities.

Local, state and federal laws, statutes and regulations affecting personal property.

Personal property appraisal methods, procedures, principles and terminology.

Factors which affect values of various types of personal property values.

The effect of economic trends on personal property values.

Technical terminology used in assigned office, department and division.

Legal principles, practices and terminology as necessary to assigned responsibilities.

Departmental organization, policies and procedures.

County personnel policies and procedures.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Read, interpret and apply state, county and departmental codes, policies and procedures.

Plan, organize, prioritize, assess and modify the duties, workflow and functions within the division and to meet the needs of other divisions.

Develop and monitor standards for encoding and processing Personal Property data in accordance with prescribed procedures.

Supervise and train professional, technical and support staff and assign and evaluate work product.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.*)

Knowledge of:

Basic principles, terminology and regulations related to property assessment and related services.

Management information systems, software and database related to property assessment.

Methods and techniques involved in the establishment, maintenance and updating of database records.

Principles and practices of supervision and management.

Accounting and auditing principles and practices.

Mathematics necessary to perform property appraisals including fractions, percentages, geometry and algebra.

Statistics theory.

Standard Microsoft Office Suite applications (Word, Excel and Outlook).

Ability to:

Compile and present information and data in reports.

Correctly evaluate and audit property assessment related services, data, records and reporting.

Develop operating procedures for programs and personal property appraisals and audits.

Communicate effectively, both verbally and in writing.

Read and interpret legal descriptions, deeds of title, cadastral maps, building plans and permits.

Interpret and comply with policies and procedures, laws and regulations affecting personal property.

Evaluate work priorities, procedures and processes for effectiveness and efficiency.

Make presentations to the Board of Equalization.

Maintain effective working relationships with coworkers, property owners, regulatory boards and the general public.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to walk on uneven terrain. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, telephones, calculators, copiers and FAX machine. Work is performed in both an office and outdoor environments.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.