

ADMINISTRATIVE

Assessor, Administrator, Department Head, Director

An elected, appointed, or hired position who plans and directs the assessment of all taxable property within a jurisdiction and is responsible for public policy. Determines operational plans, budget, staffing, material and equipment needs for the organization. May also perform a variety of other assessment duties found in other job descriptions.

Chief Deputy Director, Assistant Assessor, Deputy Assessor

Oversee the administration of organizational policies and assist the Assessor in the overall management of the organization. May perform assessor's duty in his/her absence. May also perform a variety of other assessment duties found in other job descriptions.

Office Manager, Office Coordinator

Plans, organizes, coordinates and controls the administration of the department. Determines staffing, material and equipment needs. Responsible for personnel issues; diagnoses and resolves issues within or among work groups.

Clerical Supervisor

Supervises the day-to-day activities of clerical staff, customer service, or tax payer assistance units. Trains subordinate staff in work principles, policies and procedures to achieve established work performance standards.

Clerk, Administrative Assistant, Customer Service Representative, Tax Payer Assistance Representative

Performs customer service, data entry, and clerical duties. Often the first point of contact with public, handling all communications to assist customers. May provide taxpayer assistance to understand assessments, navigate the appeals process, and apply for property tax credit programs.

REAL PROPERTY APPRAISAL/ASSESSMENT: COMMERCIAL/INDUSTRIAL

Real Property Appraisal/Assessment Manager - Commercial/Industrial

Provides decision making, leadership and guidance of the commercial/industrial real property appraisal/assessment department. Plans, organizes, coordinates and controls real estate appraisal operations. Determines staffing, material and equipment needs. Responsible for personnel issues; diagnoses and resolves issues within or among work groups. May also perform residential assignments.

Real Property Appraisal/Assessment Supervisor - Commercial/Industrial

Supervises the day-to-day activities of commercial/industrial real property appraisers/analysts and support staff. Trains subordinate staff in work principles, policies and procedures to achieve established work performance standards. May also perform residential assignments.

Senior Commercial/Industrial Appraiser/Analyst

May or may not supervise others. Has advanced appraisal education and background, specializes in complex commercial property valuation issues, and may also value complex, large scale residential and/or agricultural property. In addition to mass appraisal, may complete single property appraisals and/or appraisal reviews. May be required to train other appraisers. Often will be the primary appraiser for appeals in front of appeal boards/commissions. May also perform residential assignments.

Commercial/Industrial Appraiser/Analyst

Determines value of commercial real property. May also include large scale residential and/or agricultural property. Duties include property inspection, sales verification, market data analysis, applying cost, sales and income approaches to value. In addition to mass appraisal, may complete single property appraisals and/or appraisal reviews. May submit recommendations or make presentations to appeal boards/commissions. May also perform residential assignments.

Appraisal Specialist - Unique Property, Railroad and Utility, Mineral

Appraisal position with specialty training in valuation of railroad, pipeline, electric, gas distribution, telecommunication, airline, mineral or other specialty/utility properties. May utilize cost of capital studies, income statements, balance sheets, capital stock, operating and non-operating assets, long term debt, and allocations of real and personal property. May also perform residential assignments.

Data Collector - Commercial/Industrial

Inspects commercial/industrial new construction and existing properties to collect physical characteristics data, enters data into CAMA system, draws property sketches, and takes photographs. This position varies from an Appraiser position due to the focus of an Appraiser on market analysis and valuation methods and techniques. May also perform residential assignments.

REAL PROPERTY APPRAISAL/ASSESSMENT: RESIDENTIAL

Real Property Appraisal/Assessment Manager - Residential

Provides decision making, leadership and guidance of the residential real property appraisal/assessment department. Plans, organizes, coordinates and controls real estate appraisal operations. Determines staffing, material and equipment needs. Responsible for personnel issues; diagnoses and resolves issues within or among work groups.

Real Property Appraisal/Assessment Supervisor - Residential

Supervises the day-to-day activities of residential real property appraisers/analysts and support staff. Trains subordinate staff in work principles, policies and procedures to achieve established work performance standards.

Senior Residential Appraiser/Analyst

May or may not supervise others. Has advanced appraisal education and background, specializes in complex residential property valuation issues. In addition to mass appraisal, may complete single property appraisals and/or appraisal reviews. May be required to train other appraisers. Often will be the primary appraiser for appeals in front of appeal boards/commissions.

Residential Appraiser/Analyst

Determines value of residential vacant land, single family residential and non-complex multi-family properties. May also be responsible for agricultural property. Duties include property inspection, sales verification, market data analysis, applying cost, sales and income approaches to value. In addition to mass appraisal, may complete single property appraisals and/or appraisal reviews. May submit recommendations or make presentations to appeal boards/commissions.

Data Collector - Residential

Inspects residential new construction and existing properties to collect physical characteristics data, enters data into CAMA system, draws property sketches, and takes photographs. This position varies from an Appraiser position due to the focus of an Appraiser on market analysis and valuation methods and techniques.

PERSONAL PROPERTY APPRAISAL/ASSESSMENT

Personal Property Manager

Provides decision making, leadership and guidance of the personal property department. Plans, organizes, coordinates and controls personal property operations. Determines staffing, material and equipment needs. Responsible for personnel issues; diagnoses and resolves issues within or among work groups.

Personal Property Supervisor

Supervises the day-to-day activities of personal property appraisers and support staff. Trains subordinate staff in work principles, policies and procedures to achieve established work performance standards.

Senior Personal Property Appraiser/Analyst

May or may not supervise others. May inspect properties and inventory equipment. Responsible for large and/or complex accounts. Has advanced knowledge and ability to apply accounting terms and concepts and understands complex lease structures. Utilizes standardized or statutory depreciation schedules. May be required to give evidence before appeal boards/commissions.

Personal Property Appraiser/Analyst

Determines personal property value of vehicles, machinery, business equipment, livestock, grain, and other personal property. May inspect properties and inventory equipment. Utilizes standardized or statutory depreciation schedules. Has general knowledge and ability to apply accounting terms and concepts.

LEGAL

Attorney
Licensed attorney who specializes in property tax law and represents the Assessor in tax appeals. May assist in other functions such as personnel law, reviewing rules and regulations, or giving opinions on legislative changes.
Administrative Defense Coordinator
Responsible for docket of tax appeal cases, notifications, filing with appeal boards and commissions, and maintaining records of proceedings.
Board of Review Member/Appeal Hearing Judge
As an individual or a board member, hears valuation appeals at informal or formal levels.
Exemption Analyst
Studies and applies statutes, rules, or case law regarding exemption of property. Reviews corporate, tax-exempt documents for compliance with exemption requirements.
Legal Clerk/Paralegal
Provides assistance to licensed attorneys. May include clerical duties. Provides research of case law, statutes, rules, and other legal sources.
Title Research Specialist
Reviews legal descriptions, easement documents, deeds and other documents for acquisition of property and easements.

CAMA/IT

IT Manager/IT Coordinator
Supervises/coordinates/manages the day-to-day activities of the IT department in the Assessor's office. Coordinates with other governmental offices, CAMA/GIS and third party providers. Determines staffing, material and equipment needs. Trains subordinate staff in work principles, policies and procedures to achieve established work performance standards.
Senior IT Staff
May or may not supervise others. Troubleshoots complex computer issues; handles complex programming and service/support issues. Interacts with other governmental offices, CAMA/GIS or third party providers. Support services include programming, networking, hardware, software, and website maintenance.
Senior Statistician/Analyst/CAMA Modeler
May or may not supervise others. Responsible for complex datasets and statistical computations; utilizes advanced modelling concepts and techniques. May perform ratio studies and trending analysis, and GIS expertise.
Statistician/Analyst/CAMA Modeler
Utilizes digital data to run statistical analysis, identify and measure trends, perform ratio studies and creates or manipulates valuation models to produce estimates of value.
IT Staff
Responsible for daily and routine computer support services and interacts with other governmental office, CAMA/GIS or third party computer programs. Support services include programming, networking, hardware, software, and website maintenance.

MAPPING/GIS

Mapping/GIS Manager
Provides decision making, leadership and guidance of the Mapping/GIS department. Plans, organizes, coordinates and controls mapping/GIS operations. Determines staffing, material and equipment needs. Responsible for departmental personnel issues; diagnoses and resolves issues within or among work groups.
Senior Mapper/GIS Specialist or Technician
May or may not supervise others. Handles complex property descriptions. Senior level position that may have significant input in Mapping/GIS policy and procurement.
Mapper/GIS Specialist or Technician
Draws and maintains parcel maps of properties described in legal descriptions for the Assessor's office. May use traditional manual processes or may use modern digital methods.

STATE OVERSIGHT OFFICIAL

State Oversight Official

Duties will vary by state but can include: conducting sales ratio studies, appraisal of specialty properties, development of assessment guidelines and manuals, providing technical and legal advice to legislative bodies and local assessors, review tax levies, oversee circuit breaker or senior deferral programs, conduct educational programs and other required tasks.

EDUCATION COORDINATOR

Education Coordinator

Responsible for the development, delivery and scheduling of education for assessment professionals.