

Job Description

Job Title: Personal Property Manager **Job Code:** 904203 **Job Family:** Appraiser
Pay Grade: JC.17.17 **FLSA:** Exempt **EEO:** Professional
Department/Agency: APR **Position Number(s):** Multiple
Recommended Position Title(s): Personal Property Manager

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Oversees and ensures proper valuation of the Personal Property (PP) assessment roll; develops and implements strategic plans to ensure uniform and equal valuation of the personal property assessment roll; manages the notification process and ensure timeliness and statutory compliance; ensures that the Johnson County Personal Property Assessment Roll meets statutory and regulatory requirements, is equitable and accurate by determining the accuracy of mill levies and that the billings done by Johnson County Treasurer; maintains standard operating procedures and informs the County Appraiser of progress; monitors quality and efficiency of staff appraisals.
- Oversees and directs the work of all Personal Property staff; authorizes hiring and training of new personnel; maintains appropriate staffing levels; provides on-the-job and formal training opportunities to staff; conducts and oversees performance review activities; establishes goals and objectives to provide direction to ensure compliance with County, State and Federal regulations; determines staffing requirements and strategies to maximize optimum use of resources; decides best means to motivate staff including rewards (pay level), training needs, and disciplinary actions.
- Oversees the appeal, grievance, and clerical error process by providing assigning and directing expert witness testimony at Board of Tax Appeals (BOTA) hearings; ensures all property has been assigned to the correct taxing unit; ensures Johnson County's position is properly and effectively represented, and assures the uniform and equal valuation of the PP assessment roll; ensures the accuracy of the Personal Property assessment roll; protects the public's interest in regards to uniform and equal valuation; provides information regarding appraisal issues; clerical errors and tax grievances to the County Manager and the Board of County Commissioners.
- Oversees the effectiveness of the Orion Personal Property Valuation system; monitors specifications for the Orion system, oversees testing and installation; ensures proper usage of the system by Personal Property staff and develops and implements training procedures for staff; ensures Orion system supports the uniform and equal valuation of the Personal Property assessment roll and is effective and adequate.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in any subject; 12 hours college level accounting; five years general work experience with increasing responsibility including two years accounting and/or auditing experience; two personal property valuation experience, and two years previous supervisory experience are required. Must be able to lift 25 lbs. and maintain a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Bachelor's degree in Business, Finance, Economics, Mathematics, or Statistics is preferred.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments in a declared emergency situation.