

Job Description

Job Title: Personal Property Supervisor **Job Code:** 904202 **Job Family:** Appraiser
Pay Grade: JC.16.16 **FLSA:** Exempt **EEO:** Professional
Department/Agency: APR **Position Number(s):** Multiple
Recommended Position Title(s): Personal Property Supervisor

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:

- Analyzes problems and recommends action (e.g. tax abatements or refunds) regarding clerical errors, valuation appeals (CVN's) grievances, Payment under protests (PUP) and exemptions; assist staff with needed reports, system anomalies, and use of computer applications (e.g. PPAS, Oasis, Orion, PICS, etc.); ensures accounts have been properly coded with Standard Industrial Classification (SIC) and are in correct taxing units; ensures that Johnson County property owner's assets are valued equitably and fairly in accordance with State Statutes and Property Valuation Division (PVD) guidelines; reviews processes for compliance with State and Federal guidelines.
- Distributes and ensures workloads are equitable, appropriately distributed, and that employees are properly trained in appraisal methodology and procedures.
- Coordinates and reviews property appeals, clerical errors, and tax grievances; analyzes information, identifies issues and discrepancies, and conduct needs analyses; provides expert testimony for Board of Tax Appeal hearings; advises on and project consequences of proposed actions; approves changes to the individual or commercial personal property assessment roll based on recommendations and findings of staff.
- Prepares and researches production reports and monitors progress of staff towards goals; provides input and recommends changes to the specifications of the Personal Property Assessment System in Orion; researches, analyzes, and summarizes information; informs staff of legislative statute changes; ensures compliance with State and Federal laws; ensure staff is on schedule and objectives are met.

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.

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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; two years fixed asset accounting, 12 hours college level accounting, or applicable work experience; three years general work experience with increasing responsibility; three years property valuation office experience and two years word processing, database management and spreadsheet 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.