

## Job Description

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**Job Title:** Tax Abatement Coordinator II      **Job Code:** 904106      **Job Family:** Appraiser

**Pay Grade:** JC.16.16      **FLSA:** Non-Exempt      **EEO:** Professional

**Department/Agency:** Countywide      **Position Number(s):** 101244

**Recommended Position Title(s):** Senior Tax Abatement Coordinator

**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:**

- Reviews and evaluates all applications for abatements, including Economic Development Abatements, Industrial Revenue Bonds, and Real Property Exemptions; determines accuracy and statutory compliance; consults with property owners, legal counsel, and City Clerks to obtain factual evidence to support or deny the approval of the abatement; conducts site inspections to determine existence and stage of structure; consults with County Appraiser to address concerns and makes recommendations for the abatement; develops recommendations for resolution of cases and files recommendation with the Kansas Board of Tax Appeals, calculates the payment in Lieu of taxes, and forwards to Records and Tax Administration (RTA); records and tracks exemptions and loss to the tax roll, follows change of ownership and change of use to determine if property should be returned to the tax roll, and forwards letters to property owners notifying them of potential return to the tax roll.
- Oversees and reviews Tax Increment Financing and Neighborhood Revitalization Programs; ensures compliance with state statutes and constitutional amendments which regulate the various programs; provides guidance to staff and constituents of all changes in legislation which affect the administration of tax abatement programs; consults with city clerks and chief financial officers about various projects; creates and maintains complex spreadsheets of valuations by project areas; monitors and tracks "Not For Profit" entities and confirms compliance with guidelines.
- Researches clerical errors and tax grievances to determine the causes, gathering data to determine the number of years involved; works with real estate appraisers to correct the valuation in the Orion system; submits "Clerical Errors by Value" report to the BOCC and testifies for the Appraiser's Office at the Agenda Review and BOCC Meeting; prepares recommendations to the Kansas Board of Tax Appeals (BOTA) indicating the tax refund, number of years involved, and recommends approval or denial; prepares letter to applicant indicating the recommendation and what adjustments will or will not be made; processes BOTA order and forwards information to Records of Tax Administration (RTA) and Treasurer's offices for adjustments to tax bill.
- Acts as lead for special projects regarding abatement concerns, coordinating all aspects of the project; performs audits to ensure the accuracy of records; creates and maintains databases; generates unique reports and complex spreadsheets to organize abatement data; analyzes data and provides customized reports regarding abatement concerns for County departments including RTA and TFM, city officials and various state agencies; designs and lays out publications using specialized applications; acts as subject matter expert for all areas of tax abatement issues; acts as lead for statewide abatement projects and certification reports.

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- Composes and prepares reports and official correspondence for senior management's review and signature; provides information and assistance to the public (including property owners, business operators, developers/real estate agents, city officials); researches legislation issues for County Appraiser.
- Complies with Kansas Statutes (open records), Property Valuation Division directives, and Appraiser's Office policy as they relate to the dissemination of Appraiser records; generates monthly and annual reports.

### **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 Paralegal Studies, Business Administration, Public Administration Office Administration, or a related field, three (3) years of tax abatement experience, completion of IAAO Courses 101- Fundamentals of Real Property Appraisal, 102 - Income Approach to Valuation, Kansas Property Tax Law, Orion Ownership Transfers Parcel Splits Combination Guidelines, and experienced user of ORION and Automated Information Mapping System (AIMS) or equivalent applications.

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

### **Preferred Job Requirements:**

IAAO designation of Assessment Administration Specialist (AAS).

### **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.