



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROPERTY ASSESSMENT COORDINATOR IV

Job Number: 21004281

Job Code: 83150V230916

Job Group: 8300 - PROPERTY

Job Established: 07/16/2023

Job Revised: 09/16/2023

Grade: 15 Salary (MIN - MID):

\$24,863-\$37,295 - Hourly

\$4,040.24-\$6,060.44 - 37.5 Hr. Monthly Salary

\$4,309.60-\$6,464.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides expert assistance to county officials on matters relating to property tax and property assessment programs. Conducts computer assisted mass appraisal (CAMA) projects, including database development, data transfer and analysis, market analysis, modeling, and ratio analysis. Assists Property Valuation Administrators (PVA) in the valuation of unique or complex properties and in the defense of values under appeal; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in business administration, accounting, real estate or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Seven years of experience in property assessment, appraisal or property tax administrative issues.

Substitute EDUCATION for EXPERIENCE:

Graduate study in any of the above related fields will substitute for the experience requirement on a year- for-year basis.

Substitute EXPERIENCE for EDUCATION:

Property assessment or appraisal experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must complete courses and meet the requirements to be awarded a Certified Kentucky Assessor (CKA) and Senior Kentucky Assessor (SKA) designations from the Office of Property Valuation as determined by the agency. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s), or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides expert assistance to PVAs, Sheriffs, County Clerks and other officials on matters relating to property tax and property assessment programs. Conducts complex reviews of real and personal property assessment work and property records maintained by PVA. Conducts computer assisted mass appraisal (CAMA) projects, including database development, data transfer and analysis, market analysis, modeling, and ratio analysis. Compiles reports on results and discusses results with PVA. Reviews sales and assessment data that have been submitted by PVA as part of assessment/sale ratio study. Assists PVAs in the valuation of unique or complex properties and in the defense of value under appeal. Gives expert testimony before the Kentucky Board of Tax Appeals and courts. Performs strategic analysis on sale information to assist PVA in determining types of problems that may exist and help formulate plan to rectify. Meets with property owners to discuss property tax related issues and explains solutions on issues. Performs inheritance appraisals. Provides guidance to PVA on complex Exempt Property applications. Participates in the annual conference provided for PVAs; presents workshops on Property Tax related topics for PVAs. Advises management of local valuation, state valuation, and technical support on legal and administrative issues. Serves as a liaison between the PVA and the Office of Property Valuation. Provides guidance and assistance on issues pertaining to Property Tax Calendar. Advises county officials and PVAs on matters relating to property tax questions. Reviews assessment work of PVAs. Performs sheriff settlement to close out a property tax collection cycle; accumulates Sheriff's official receipts, mineral charges, additional and supplemental bill changes, omitted bill charges, discounts/penalties, delinquent bills, exonerations, and refunds. Completes biennial performance audits on the assessment and office records maintained by the PVA offices. Discuss results with PVA and submit completed report. Appraises property to assist PVAs with assessment appeals. Meets with local officials on property tax related matters and offers solutions to most complex issues. Provides monthly reports of activities to manager. Mentors and trains less experienced Property Assessment Coordinators. Assists in training new local officials.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.