



Board of Equalization Project Manager

Job Description

Department: Assessor
Position: Career Service
Grade: 727
Supervisory: No
Reports to: Chief Deputy – County Assessor

Summary

Under general guidance and direction of the Chief Deputy – County Assessor, organizes and performs duties related to Board of Equalization procedures, including defending property values and representing the County at local and state hearings. Incumbents serving in this classification are responsible for ensuring all deadlines associated with property appeals are met. Coordinates learning and development for residential appraiser trainees.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop and coordinate local and state Board of Equalization hearings schedule, deadlines, and assignments; review reports for Commission approval; update Board of Equalization values, as needed.
2. Perform and coordinate review and preparation of evidence for local and state Board of Equalization hearings; provide documentation and evidence for appellants and hearing officers; defend values, as needed; train staff in proper procedures.
3. Ensure residential appraiser trainees comply with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) and the International Association of Assessing Officers (IAAO); proofread and provide feedback on practicum reports.
4. Oversee the gathering and validation of data associated with residential real property including methods such as measuring structures, physical inspections of the exterior and interior of buildings, photographs of property, intended use of property statements, and the classification building sections; train staff in proper procedures.
5. Train residential appraiser trainees in essential work functions, including performing field review of residential completion percentage of new construction, identifying comparable selection criteria for property valuation, and completing required appraisal forms.
6. Analyze and compare property characteristics associated with property inventory data; utilize geographic information systems (GIS) software and aerial imagery software, as needed.
7. Prepare appraisals; analyze physical, economic, social, and environmental factors that may affect property values.

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Job Title: Board of Equalization Project Manager

FLSA: Exempt

Effective Date: 2/12/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

8. Collect and analyze sales and rental data on all types of residential properties and land for use in appraisal valuation development.
9. Serve as an expert witness to defend appraised values and taxable status at the State Tax Commission and all levels of appeals courts.
10. Participate in ongoing equalization and appraisal efforts of residential properties; assess quality, condition, and functional design.
11. Monitor MLS information; evaluate computerized appraisals to verify accuracy; monitor computer data and programs related to property valuation and appraisals.

Knowledge, Skills, and Abilities

- Considerable knowledge of Board of Equalization procedures
- Considerable knowledge of Utah tax code and the appeals process
- Knowledge of building standards, appraisal methods, and research principles, methods, and techniques in relation to residential real property
- Knowledge of land appraisal and building cost estimating methods
- Skilled in appraising real estate using cost, sales comparison, and income approaches to valuation
- Skilled at determining quality of construction and design classifications
- Skilled in reading plats and blueprints
- Skilled in comparing digital imagery with property inventory for validity
- Skilled at preparing appraisals for equalization processes
- Skilled at mass updates to property records
- Skilled in training others to conduct residential appraisals
- Ability to calculate square footage, perimeter, wall heights, and associated ratios associated with usage classifications
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coach and train others while maintaining own workload
- Ability to locate property according to description

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is regularly performed in an environmentally controlled room, but field work may be performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work may expose incumbent to possible bodily injury while conducting field work. Work occasionally exposes the incumbent to high-stress situations, including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses measuring devices and

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standard office equipment such as a laptop, desktop, smartphone, photocopier, shredder, and filing cabinet. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk and works for sustained periods maintaining concentrated attention to detail. The employee occasionally walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces. Specific vision abilities by this job include close vision, ability to adjust focus, and the ability to distinguish between shades of color and patterns. The employee is required to type, file and lift supplies up to fifty (50) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. Expected work hours are 8 am to 5 pm, however there may be availability to work out a flex schedule ahead of time with Department Head approval. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree.
2. Five (5) years of appraisal or assessing work experience, including two (2) years related to Board of Equalization procedures.

Additional Eligibility Qualifications

1. Applicants must possess certification as Certified Residential or General Appraiser with the Utah State Department of Commerce.
2. Incumbents must possess designation as Ad Valorem Residential Appraiser with the Utah State Tax Commission or must obtain said designation within twenty-four (24) months of employment.
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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