



Bill Ritter, Jr.
Governor

Colorado Department of Local Affairs
Susan E. Kirkpatrick
Executive Director

DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

BULLETIN NO. 35

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: October 8, 2008

THE BULLETIN IS AVAILABLE ON OUR WEBSITE
New website address: <http://dola.colorado.gov>

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
10/8/08	48 th Annual Law Seminar Agenda	Review with staff and other Interested county
10/8/08	Updates to ARL Volumes 3 and 5	Review with interested Personnel.
10/8/08	Arapahoe County Position Opening	Review with staff. File in General Correspondence File.





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JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 48th Annual Law Seminar Agenda

DATE: October 8, 2008

DISTRIBUTION: Review with staff and other interested county personnel.
File in Education File.

MEMORANDUM

The Colorado Division of Property Taxation is presenting the 48th Annual Law Seminar on October 22-23, 2008. To kick off the conference, we have scheduled a reception on Tuesday evening from 6:00 – 8:00 p.m. Attached you will find the tentative agenda for the General Session on October 22, 2008.

The following three classes will be offered on October 23rd for continuing education credit.

APR 607	National USPAP Update Course
APR 215	Hotel/Motel Valuation
ADMIN 939	Presenting Your Best Case

Additionally, Susie Mayfield, Ouray County Assessor is hosting a meeting for all assessors and staff to discuss educational opportunities offered by outside providers. It will begin at approximately 4:30 p.m., immediately following the panel discussion on the Assessor's Role in a Disaster. Please plan to attend.

If you have any questions regarding the Law Seminar, please contact Denise Castro at (303) 866-2378 or denise.castro@state.co.us.



TENTATIVE AGENDA

48TH ANNUAL LAW SEMINAR

GENERAL SESSION

Registration/Breakfast 7:30 - 8:30 a.m.

Welcome 8:30 a.m.

JoAnn Groff, *Property Tax Administrator, Division of Property Taxation*

Policy Changes Pam Godfrey, *Manager, Administrative Resources, Division of Property Taxation*
Curt Settle, *Manager, Appraisal Standards, Division of Property Taxation*

Court Case Summaries Curt Settle, *Manager, Appraisal Standards, Division of Property Taxation*

2008 Legislation Pam Godfrey, *Manager, Administrative Resources, Division of Property Taxation*

- SB 08-041 Minerals beneath land acquired by governmental entities
- SB 08-158 Tax increment financing
- SB 08-170 Tax increment financing
- HB 08-1008 Municipal incorporation
- HB 08-1059 Property tax revenue distributions
- HB 08-1248 Joint tenancy
- HB 08-1349 Tax increment financing

Break 10:15 - 10:30 a.m.

2008 Legislation Stan Gueldenzopf, *Manager, Exemptions, Division of Property Taxation*

- HB 08-1275 Exemptions
- HB 08-1395 Government leases

Ken Beazer, *Appraisal Standards, Division of Property Taxation*

- HB 08-1225 Personal property

Renee Bridges, *Administrative Resources, Division of Property Taxation*

- SB 08-105 Classification of trailers
- HB 08-1260 Manufactured homes
- HB 08-1412 Obsolete, inconsistent and conflicting statutes

Lunch 12:00 noon - 1:00 p.m.

Ballot Issue Review Adam Schrager, *Political Reporter, 9News*

2008 Legislation Ken Beazer, *Appraisal Standards, Division of Property Taxation*

- HB 08-1368 Renewable Energy

Terry Phillips, *State Assessed, Division of Property Taxation*

- HB 08-1368 Renewable Energy

Break 2:15 - 2:30 p.m.

Assessor's Role in a Disaster John Pippenger, *Administrative Resources, Division of Property Taxation*

Panel Discussion Warren Davis, *Assessor, Crowley County*

Chris Woodruff, *Assessor, Weld County*

Andy Wyatt, *Assessor, Prowers County*

Janet Marriott, *Chief Appraiser, Prowers County*

Martin McNeese, *Region VIII, Emergency Management Program Specialist, FEMA*

Scott Chamberlain, *Region VIII, Emergency Management Program Specialist, FEMA*

Bob Wold, *Central Region Field Manager, Division of Emergency Management*

Dinner/Entertainment 6:00 - 9:00 p.m.

OCTOBER 22, 2008



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TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Updates to ARL Volumes 3 and 5
DATE: October 8, 2008
DISTRIBUTION: Review with interested personnel.

The Statutory Advisory Committee, at its meeting on September 18, 2008, approved updates to Volumes 3 and 5 of the Assessor's Reference Library. The updated manuals, as well as the September 2008 replacement pages, are now available on the Division's website:

http://www.dola.state.co.us/dpt/publications/arl_index.htm.





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Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Arapahoe County
Position Opening

DATE: October 8, 2008

DISTRIBUTION: Review with staff. File in General Correspondence File.

MEMORANDUM

The Arapahoe County Assessor's Office has a position opening for a Branch Manager. See attached announcement for more information.



ARAPAHOE COUNTY
Department of Human Resources
5334 S. Prince Street
Littleton, CO 80166-0001

<http://www.co.arapahoe.co.us/Jobs/HumanResources>

Invites Applications for the Position of:

BRANCH MANAGER

An Equal Opportunity Employer

SALARY

\$4,190.00 - \$4,190.00 Monthly \$50,280.00 - \$50,280.00 Annually

DEADLINE

10/22/08

DESCRIPTION

This position supervises the daily operation of the Aurora office of the Arapahoe County Assessor's office. Provides effective direction and guidance to employees and accurately defines results expected to ensure successful completion of assignments. Maintains communications with all Deputies of Appraisal by keeping them informed of daily activities related to appraisal and administrative issues.

DUTIES

Supervises, trains, coordinates, and reviews the work of all personnel assigned to the office; recommends to the deputies the hiring, promotion, evaluation, discipline, and termination of assigned employees.

Oversees and participates in the daily activities of all office personnel. Works directly with Supervisor of Residential to: schedule work assignments, assess work flow and assigned duties to all office personnel; review the work of residential staff for technical accuracy. Assist and support the Customer Service Representatives with any issues concerning customer service functions.

Prepares budgetary, personnel, and equipment requests for Aurora office; responsible for the allocation of supplies and equipment.

Responds to inquiries from the public concerning appraisals; explains and discusses applicable laws, codes and procedures with property owners and/or their representatives; may assist the public in completing appropriate forms, prepares abatements, pro-rations and Treasurer's assessments; interacts with the public during the appeal period and at Board of Equalization hearings; prepares, presents cases, and defends appraisal results before the County Board of Equalization, State Board of Assessment Appeals and District Court.

Plans, directs, schedules and performs supervisory duties associated with the technical and administrative areas of Aurora Office.

Prepare staff evaluations and address personnel issues for Aurora Assessor's Office.

Assists with the work schedule and approve time sheets for the office.

Meets periodically with the County Assessor and Deputies of Appraisal to advise them of current activities and to discuss problems arising with personnel issues, changes to tax laws and codes, assessment procedures and techniques, and departmental procedures for affected property within the County; disseminates information on policy and regulatory changes to assigned personnel.

Assists deputies with contracted auditors on an annual basis and prepares documentation to satisfy audit requirements.

Performs supervisory functions including scheduling, training and performance planning and evaluation of assigned staff.

Assists with and resolves difficult issues posed by the customer. Answer questions concerning regulations and processes.

Responsible for Customer Service in greeting walk-in customers, answering questions, providing assistance and routes to appropriate individuals.

Support the staff and maintain a high level of professionalism.

REQUIREMENTS

Bachelor's degree in accounting, finance, economics, business administration, construction management, real estate or related field. Must hold a Certified Appraiser License.

An equivalent combination of education and work experience that satisfies the requirements of the job may be sufficient.

EXPERIENCE

2-3 years of experience in property appraisal including two (2) years increasingly responsible supervisory duties.

An equivalent combination of education and work experience that satisfies the requirements of the job may be sufficient.

SUPPLEMENTAL INFORMATION

Must pass pre-employment background and driver's license checks.

Must hold a Certified Appraiser License.

Must have a valid driver's license.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.co.arapahoe.co.us/Jobs/HumanResources>

COMPUTER ACCESS IS AVAILABLE AT:

5334 S. Prince Street,

Littleton, CO 80166-0001

EXAM #00589

BRANCH MANAGER

KP