



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. 38

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: October 29, 2008

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

| <u>Date</u> | <u>Title</u> | <u>Distribution</u> |
|-------------|---|--|
| 10/24/08 | 2009 Vacant Land Present Worth | All interested personnel |
| 10/29/08 | Montrose County Position Opening | Review with staff. File in General Correspondence File. |
| 10/29/08 | Jefferson County Position Opening | Review with staff. File in General Correspondence File. |
| 10/29/08 | Administration 942-Assessment Math | Review with interested Personnel. Return registration Form to Division. File in Education File. |
| 10/29/08 | 2009 Residential Rate Study-Sales Data Request | Assessor and interested staff. |





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JoAnn Groff
Property Tax Administrator

FROM: Sue Dickinson, Division of Property Taxation
SUBJECT: 2009 Vacant Land Present Worth
DATE: October 24, 2008

MEMORANDUM

The Division of Property Taxation will be hosting a Vacant Land Present Worth discussion group for county representatives, appraisers, developers and real estate analysts to discuss the status of vacant land along with present worth discounting issues.

If you are interested in attending, please note the following information:

DATE: Thursday, November 6, 2008
TIME: 9:00 – 11:00 A.M.
LOCATION: Division of Property Taxation
Centennial Building
1313 Sherman Street, Room 419
Denver, CO 80203

AGENDA

1. What is retail lot price?
2. Who is the end user?
3. Absorption, builder, lot sales, permits or houses sales?
4. Raw land value?
5. Bulk sales to investors?
6. Discount rate discussion?

If you and/or your staff plan to participate in the workshop in person, please either e-mail sue.dickinson@state.co.us or call Sue Dickinson at (303) 866-3099. For planning purposes, Division staff needs to know how many representatives plan to participate in the workshop. Please submit additional suggestions for discussion topics to Sue Dickinson via email sue.dickinson@state.co.us or via fax (303-866-4000) by no later than 4:30 P.M. on Thursday, October 30, 2008.

If you have any questions, please contact Sue Dickinson at (303) 866-3099.

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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Montrose County
Position Opening

DATE: October 29, 2008

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

MEMORANDUM

The Montrose County Assessor's Office has a position opening for a Chief Appraiser. See attached announcement for more information.





MONTROSE COUNTY POSITION DESCRIPTION

POSITION TITLE: Chief Appraiser
DEPT/DIV: Assessor's Office
PAY RANGE: \$40,974 -\$56,544
HIRING RANGE: \$40,974 -\$46,633
BENEFITS: \$612/Month Allowance

General Statement of Duties: Performs all aspects of supervision and guidance of the Assessor's office appraisal staff. Performs complex land, commercial, and residential valuations. Prepares and presents all types of property appeals at all levels of formal hearings. Performs complicated and detailed appraisal/assessment work in the valuation of real property as directed by the Assessor.

Supervision Received: Works under general guidance and direction of the Assessor.

Supervision Exercised: Exercises functional supervision of five (5) appraisers in the Montrose County Assessor's Office.

Examples of Duties: *(The following are intended to be illustrative and are not intended to be all inclusive)*

- Supervises and participates in the daily operations of the appraisal staff.
- Provides effective direction and guidance to all appraisal staff. Review that all projects are being completed correctly and in a timely manner.
- Teach, mentor, and review appraisal staff in all aspects of appraisal and assessment.
- Performs valuations on all classes of commercial, vacant, and residential property.
- Assists Assessor in decisions on hiring, promotion, evaluation, discipline, and termination of appraisal staff.
- Responds to public inquiries concerning appraisals, applicable laws, and assessment procedures.
- Meets annually with the contracted auditor and provides documentation to satisfy the audit requirement.
- Conducts extensive statistical analysis on county-wide assessments.

- Prepares and presents information and appraisals for County Board of Equalization, Board of Assessment Appeals, and District Court hearings and serves as an expert witness if necessary.
- Performs field inspections on all classes of properties.
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

- Extensive knowledge of existing laws, regulations, and methods of property assessment and mass appraisal.
- Thorough knowledge of building construction techniques, workmanship, materials, cost, and all types of depreciation.
- Knowledge of computer software relating to assessment/appraisal, word processing, and spreadsheets.
- Ability to read and interpret plans and maps, analyze data, perform complex mathematical calculations, prepare reports, and operate office equipment.
- Maintain effective relationships with the public, county officials, and other employees.
- Ability to communicate effectively both verbally and in writing.

Education: Bachelor's Degree in accounting, real estate, finance, economics, construction management, business administration, or other related field is preferred.

Experience: Five (5) years experience in real and commercial property appraisal for assessment purposes is preferred. At least (2) of these years in a supervisory capacity is preferred.

Special Requirements:

- Must possess a valid driver's license.
- Must possess at minimum; a certified residential appraisal license. A certified general appraisal license is preferred.

Physical Requirements of Position: Physical dexterity and mobility required to drive, perform building measurement tasks, and operate general office equipment. Work requires ability to perform duties outdoors and endure all types of inclement weather. Must be able to climb/descend ladders, stairs and sloping terrain; and endure extended periods of standing or sitting.

To Apply: Submit **BOTH** application and cover/resume to the Montrose County Assessor's Office 320 S. 1st St., Rm. 9 **or** P. O. Box 1186, Montrose, CO 81402. For additional information call (970) 249-3753. assessor@co.montrose.co.us

Application deadline is 4:30p.m. Wednesday, November 26, 2008.

ADA/EOE



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Jefferson County
Position Opening

DATE: October 29, 2008

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

MEMORANDUM

The Jefferson County Assessor's Office has a position opening for an Appraisal Supervisor. See attached announcement for more information.





Jefferson County Government
Division of Human Resources
3500 Illinois Street, Suite 2500
Golden, Colorado 80401

JOB ANNOUNCEMENT

Job Title and Recruitment Number:
Appraisal Supervisor/28-257

Division: Assessor's Office
Hiring Range of Consideration: \$4,766 - \$5,633 per month
Application Deadline: 11-6-08

INTERNAL applicants – Download the internal application from the Intranet

Purpose: Under limited supervision, performs a variety of work in reviewing, coordinating and supervising appraisal of residential land, buildings and other improvements for tax purposes.

Essential Duties and Responsibilities: Work involves establishing workflow for residential appraisers and developing plans to accomplish tasks. Employee will establish procedures and methods for property inspection to determine classification, information gathering about the property from owners and others and calculating values of such property. Employee will also develop standards for appraising fire damage, demolitions, obsolescence of property, etc. and is responsible for working with customers regarding the assessment processes and appeals and testifying in appeals cases.

Qualifications: High school graduation or equivalent, supplemented by course work in appraisal, accounting or a related field and minimum four years experience in accounting or appraisal of real estate. Strongly prefer supervisory experience.

Special Requirements: Must have a valid driver's license, if you are from out of state, you must have a valid Colorado driver's license within 30 days of hire date, and you must not have any major violations, nor more than one DUI, DWI, DWAI conviction in the past three years. 10/23/08-257

***Offer of employment contingent on criminal background, MVR check and education verification**

EOE

Please note that the above are only highlights of the position and this announcement is not intended to be all-inclusive.

Human Resources considers applications only for current job openings. It is the policy of Jefferson County to not discriminate on the basis of race, color, religion, creed, sex, age, national origin or disability unless related to a bona fide occupational qualification. Jefferson County will consider reasonable accommodations for employment to qualified applicants upon request to the Division of Human Resources.

Telephone (303) 271-8400



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Administration 942-Assessment Math
DATE: October 29, 2008
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Assessment Math (Admin 942)

One-day Course

Education Credit: 7hours (continuing education only)

Tested: No

Recommended Prerequisite: None

Cost per student: \$10.00 (Please make checks payable to: Colorado Assessors Association)

- Whole numbers and fractions
- Decimals and percents
- Assessment rates, mill levies, and tax bill
- Proration
- Plane geometry
- Estimating answers
- Statistics and sales ratios
- Appraisal math
- Personal property math
- Use of a pocket calculator

Class times are 8:30am to 4:30pm

| 2008 | | | | | |
|------------|-----------|--------------------|--------------|------------------------------|-------|
| 11/13/2008 | Jefferson | Jefferson Cty Bldg | 303-271-8667 | 100 Jefferson County Pkwy | Renee |





COLORADO ASSESSORS' ASSOCIATION
 DPT EDUCATION REGISTRATION FORM
 1313 Sherman Street, Room 419
 Denver, Colorado 80203
 (303) 866-2371 Telephone
 (303) 866-4000 Fax

| |
|-------------|
| County Name |
|-------------|

- Assessor's Staff
- Commissioner's Staff
- Treasurer's Staff
- Clerk & Recorder's Staff
- Other

Please submit one registration form for each course title.

| | |
|---------------------|--|
| Course Title | |
| Location | |
| Course Date | |

| | | |
|---|--|----------------|
| County Contact Person | | |
| Work Phone Number (Include Area Code & Extension) | | E-mail: |

| NAME | E-MAIL | SOCIAL SECURITY NO. LAST 4 DIGITS ONLY (First-time Students ONLY) | COLORADO APPRAISAL LICENSE NUMBER |
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For **appraisal** classes e-mail rebecca.fisk@state.co.us
 For **administrative** classes e-mail evelyn.hernandez@state.co.us



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: 2009 Residential Rate Study – Sales Data Request

DATE: October 29, 2008

DISTRIBUTION: Assessor and interested staff

MEMORANDUM

Division staff will soon begin the study to determine the 2009-2010 residential target percentage and ultimately the residential assessment rate. A detailed explanation of the residential assessment rate study is published in ARL Volume 2, Chapter 12. The rate is calculated primarily from percentage change estimates derived for each class of property, excluding new construction. For most property classes, the estimates are provided by you and your staff. A Division staff member will contact you in the next several weeks to schedule a visit for discussing your anticipated value changes. The visits may be in-person or by telephone, and they will occur in late November or December. Thank you for your continued help with this study.

The General Assembly requires that we provide a preliminary residential rate in January, and a final rate calculation in April. The January figure is used by Legislative Council to estimate state funding for schools, and the April figure is used for enacting the new residential assessment rate into law. A staff member will contact you a second time during the first week of April to obtain revised estimates for the final rate calculation.

The time trending of sales data has become an important tool for assisting with the determination of value change estimates, particularly for residential property. We are asking that you send us sales data for the residential, vacant land, and commercial/industrial property classes. Please provide the data by **November 12, 2008**. We would like to have the results ready to review with you during our visit. The data we collect is used only for this purpose and will not be publicly distributed. If you need assistance with establishing your time trend, please review the instructions in Bulletin #34, dated October 1, 2008, or contact Ken Beazer at 303-866-2790.

Data Request for Time Trending

The electronic files should contain the fields shown below for the qualified/verified sales that occurred during the 24 months ending June 30, 2008. Please send the data for this **24-month** period even if you will only use sales from the 18-month data gathering period to value property. The sales are used to estimate the percentage change in class value totals attributable to a 24-month advancement of the appraisal date.



PARCELID. =.... Parcel identification number or schedule number
 ECAR =.... Economic area number
 USECD =.... Abstract code (e.g. single family residential = 1212)
 DOS =.... Date of sale (e.g. 10/05/07 or 10/07)
 YOS =.... Year of sale
 MOS..... =.... Month of sale (e.g. April 2008 = 4)
 ADJPRICE. =.... Adjusted sales price (sales price after deduct of non-real estate)
 LNDVAL08. =.... 2008 land value
 TOTVAL08. =.... 2008 total actual value of the property
 (including all outbuildings and extra feature values.)

Data Format Example:

| PARCELID | ECAR | USECD | DOS | YOS | MOS | ADJPRICE | LNDVAL08 | TOTVAL08 |
|--------------|------|-------|----------|------|-----|----------|----------|----------|
| 504736224024 | 1 | 1212 | 03/27/08 | 2008 | 3 | 224000 | 55000 | 214000 |
| 504736224025 | 1 | 1212 | 10/05/07 | 2007 | 10 | 198000 | 50000 | 195000 |
| 504736306001 | 1 | 1212 | 04/15/08 | 2008 | 4 | 275000 | 55000 | 262000 |

For vacant land, the list should reflect the total actual value of each parcel prior to the application of present worth discounting. Partially completed new construction and non-qualified sales should be excluded from your data. Examples of non-qualified sales include:

- Multi-parcel sales
- Split or combined parcel sales
- Sales for which the classification has changed subsequent to the sale
- Sales for which significant changes were made to the property after the sale

Information can be provided in Excel (.xls), SPSS (.sav), or a similar format. When ready, please e-mail the files to greg.schroeder@state.co.us. If you do not feel that your commercial and industrial sales have been sufficiently confirmed, or you have only a small number of sales, you can limit your submission to sales of residential property and vacant land. Please direct questions to Greg at (303)866-2681.