



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. 40

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: November 12, 2008

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

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
11/12/08	Administration 702-Assessor's Role in Local Government	Review with interested personnel. Return registration form to Division. File in Education File.





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Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Administration 702-Assessor's Role in Local Government
DATE: November 12, 2008
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
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Assessor's Role in Local Government (Admin 702)

Five-day Course

Education Credit: 32 hours (continuing education only)

Tested: Yes

Recommended Prerequisite: Introduction to Assessment

Cost per student: \$50.00 (Please make checks payable to: Colorado Assessors Association)

- ⇒ Abstract Compliance
- ⇒ Assessment Calendar
- ⇒ Parcel Numbering and Mapping
- ⇒ Administrative Procedures for Personal Property Declarations
- ⇒ Accounts Incurring Penalties
- ⇒ Confidentiality of Records
- ⇒ Severed Minerals, New Construction, Manufactured Homes
- ⇒ Deeds, Real Property Transfer Declarations (TD 1000)
- ⇒ Formation of Special Districts
- ⇒ Notices of Valuation, Special Notices of Valuation, and Appeals Process
- ⇒ Certification of Values to Taxing Entities and Certification of Levies

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

2008					
12/15-19/08	Grand Jct	State Svcs Building	970-248-7318	666 S. 6 th Rm 101	John & Frank
12/1-5/2008	Jefferson	Jefferson County Courthouse	303-2718667	100 Jefferson County Parkway	Janeen & 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

For **appraisal** classes e-mail rebecca.fisk@state.co.us
 For **administrative** classes e-mail evelyn.hernandez@state.co.us