



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. 44

TO: County Assessors  
FROM: JoAnn Groff  
Property Tax Administrator  
DATE: December 10, 2008

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

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
12/10/08	Applications for Property Tax Exemption	All interested personnel.
12/10/08	City and County of Denver Position Opening	Review with staff. File in General Correspondence File.





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SUBJECT: Applications for Property Tax Exemption

DATE: December 10, 2008

DISTRIBUTION: All interested staff

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**MEMORANDUM**

When an application for exemption is filed with the Division, the Administrator has the authority to grant exemption back to the “year preceding the year in which the application is made.” This makes it very important to note which applications are filed during which year.

During the next few weeks please take extra care in noting when an application makes it to your office. Anything hand delivered by December 31, 2008, or postmarked on or before that date, should be treated as having been filed in 2008. To minimize any confusion you may wish to forward any postmarked envelopes to the Division when you send us the applications.

Remember that application fee is \$150, and the latest application forms can be found on our website. Applicants can now write directly to the form from the website and print their completed application.

One other note. Applicants may provide you with more than one copy of the application. Feel free to keep one for your files. We need only one copy of the application form and the attachments for each application.

If you have any question please call the Exemptions Section at (303) 866-2686.





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Position Opening

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**MEMORANDUM**

The Assessment Division of Denver's Department of Finance has an opening for an Appraisal Data Collector. See attached announcement for more information.



## City and County of Denver

The Assessment Division of the Department of Finance has an opening for an Appraisal Data Collector to perform a variety of technical data collection and profile assembly tasks associated with collecting property information under the direction of a licensed or certified appraiser.

**Job Title:** **Appraisal Data Collector**  
Shortcut to: <http://agency.governmentjobs.com/denver/default.cfm>

**Closing Date/Time:** Fri. 12/12/08 12:00 AM Mountain Time

**Salary:** \$28,118.00 - \$41,050.00 annually

**Job Type:** Unlimited Regular

**Location:** Wellington E Webb Building  
201 W Colfax Ave, Denver, Colorado

### Job Responsibilities:

Performs a variety of field audits of construction and land use sites to gather data for assessment purposes including non-complex and complex residential, multi-family, commercial, and industrial real property.

Verifies property characteristics and physical addresses, processes appraisal forms, and enters collected data into agency's database system.

Conducts visual inspections of sites to ascertain and/or verify stages of completion or development, notes quality and type of materials used, and projects the use of land.

Performs field inspections on property to obtain and/or verify information for appraisal records and collects photographs of properties.

Checks maps, legal descriptions, and/or building permits to verify site locations and addresses against appraisal forms.

Sketches building exteriors and/or site boundaries and notates dimensions; performs periodic updates to reflect additions, demolition, and/or site use and zoning changes and may determine the status of construction on assessment date.

Processes various appraisal forms, including a review for completeness and accuracy, posts appraisal information, compiles property information, and tabulates data.

Performs mathematical computations including the determination of square footage, percentages, fractions, or decimals using standard formulas and readily available data to verify accuracy and completeness.

Updates and maintains Assessment files which may include filing and/or retrieving cards, letters, or other documents.

Performs other duties as assigned.

### Qualifications:

Graduation from high school or possession of a GED Certification is desirable and no experience is required.

Must be able to meet the physical requirements of the position: standing, walking, lifting, carrying, pushing, pulling and climbing.

### Additional Information:

Please apply on line at [www.denvergov.org/jobs](http://www.denvergov.org/jobs).

Must have a valid Colorado driver's license because this position requires field work.