



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. 6

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: February 11, 2009

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

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
2/11/09	Renewable Energy Incentives	Review with Personal Property and Other Interested Staff. File In Personal Property File.
2/11/09	Mesa County Position Opening	Review with staff. File in General Correspondence File.
2/11/09	Administration 934 – Manufactured Homes	Review with interested personnel. Return registration form to Division. File in Education File.
2/11/09	Administration 100 – Introduction to Assessment Note: Location has changed to DoubleTree Hotel	Review with interested personnel. Return registration form to Division. File in Education File.





Bill Ritter
Governor

Colorado Department of Local Affairs
Executive Director, Susan Kirkpatrick

DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

TO: All Assessors and Staff
FROM: Curt Settle, State Assessed Manager
SUBJECT: Renewable Energy Incentives
DATE: February 11, 2009

MEMORANDUM

The Division has been getting phone calls recently from both counties and taxpayers asking for information on property tax incentives for renewable energy. Many of these calls are being generated by information on the DSIRE (Database of State Incentives for Renewables & Efficiency) web site, www.dsireusa.org.

Colorado does NOT have a statewide exemption for renewable energy property. However, §§30-11-107.3, C.R.S. and 31-20-101.3, C.R.S., allow county and municipal governments to “offer an incentive, in the form of a county property tax or sales tax credit or rebate, to a ... property owner who installs a renewable energy fixture on his ... property.” This incentive is discussed in ARL 2 on page 12.50.

You may also want to reference Bulletin No. 25 in 2008 regarding Renewable Energy Property Assessment.





Bill Ritter, Jr.
Governor

Colorado Department of Local Affairs

Susan E. Kirkpatrick
Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Mesa County
Position Opening

DATE: February 11, 2009

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

MEMORANDUM

The Mesa County Assessor's Office has a position opening for an Appraiser II: Personal Property. See attached announcement for more information.



MESA COUNTY

General Employment ♦ Position Announcement

POSITION: Appraiser II: Personal Property
DEPARTMENT: Mesa County Assessor's Office
HOURS: Monday – Friday, 8:00 a.m. – 5:00 p.m.
HIRING RANGE: \$18.80 - \$21.62/hour – DOQ (Non-Exempt)
SALARY RANGE: \$18.80 - \$25.37/hour
CLOSES: 5:00 p.m., Friday, February 27, 2009

JOB SUMMARY:

Performs appraisal and data entry/gathering functions for assessment purposes. Responds to taxpayer inquiries about personal property valuations and characteristics; performs field reviews and site audits; performs review work necessary for the processing of appeals filed by taxpayers/agents regarding personal property valuation assessments; prepares and presents cases for County Board hearings, District Court, Arbitration, or the State Board of Assessment Appeals. May also act as an expert witness for the County Attorney. Communicates results of appraisal assignments orally and in writing. May act as a project leader; participates in and may conduct ongoing training and continuing education. Maintains filing system; tracks changes in personal property accounts.

ESSENTIAL JOB FUNCTIONS: *(The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Mesa County reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)*

Discovers, lists and classifies personal property through review of Trade Name Affidavits, advertisements, sales tax license applications, chambers of commerce, filed personal property declarations and personal observation.

Performs valuations on new and used equipment and other personal property utilizing state published tables and other available data; interviews property owner and physically inspects property to obtain pertinent information. Conducts site reviews of new businesses to determine taxable status.

Enters and retrieves information using a computer in order to update records and to research information pertinent to the annual filing of personal property declarations.

Tracks non-filing businesses and assesses a Best Information Available (BIA) estimate of value when required.

Interacts with staff of other sections and county departments in performing valuations and maintenance of accounts.

Audits a minimum 20% of business accounts annually to ensure accuracy of filed declarations .

Interacts with taxpayers and the public to respond to inquiries regarding ad valorem valuations and processes.

Confirms sales of personal property.

Trains appraisers and office staff regarding annual personal property data entry procedures and other miscellaneous functions.

Completes and timely files TRCs and abatement petitions.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Appraisal course work, training and continuing education to maintain license requirements and three (3) years of progressively responsible experience.

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Registered Appraiser License (must be obtained within one year of hire – higher level desired)

Driving Requirement:

Essential– based on Mesa County policy

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:

This position requires standing, stooping, sitting, bending, twisting, and lifting up to 10 pounds.

Work is generally confined to a standard office environment.

While performing site reviews on properties, employee may encounter domestic or wild animals.

The employee is frequently exposed to dirt, smoke, fumes, extreme heat and cold for long duration, outside atmospheric conditions, traffic noise, and dust for sustained periods of time.

The employee may be exposed to conditions such as fumes, noxious odors, mists, gases, and poor ventilation that affect the respiratory system eyes, or the skin.

The employee is frequently exposed to loud noise, high speed and high volume road conditions, construction sites and other traffic hazards.

TO APPLY: Send completed application with optional cover letter/resume to Mesa County Human Resources, P.O. Box 20000, Grand Junction, CO 81502-5021. Job postings and applications available at 544 Rood Ave or online at www.mesacounty.us.

Deadline 5:00 p.m. on Friday, February 27, 2009. EEO/ADA



Bill Ritter, Jr.
Governor

Colorado Department of Local Affairs

Susan E. Kirkpatrick
Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Administration 934 – Manufactured Homes
DATE: February 11, 2009
DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File.

Manufactured Homes (Admin 934)

Two-day course

Education Credit: Pending

Tested: No

Recommended Prerequisite: Introduction to Assessment (Admin 100)

Cost per student: \$20.00 *(Please make checks payable to: Colorado Assessors Association)*

- ⇒ Constitutional and Statutory Provisions, including HB 08-1260 changes
- ⇒ Distinguishing characteristics of Manufactured Homes vs. Modular, Prefab, and Stick Built homes.
- ⇒ Classification and Sub-Classification Issues
- ⇒ Manufactured homes made permanent
- ⇒ Moving Manufactured Homes
- ⇒ Discovering Manufactured Homes
- ⇒ Judicial decisions concerning Manufactured Homes
- ⇒ Valuation, Sales Confirmation, and Sales Ratio Analyses

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

2009					
3/17-18/09	Grand Junction	Mesa County Courthouse	970-244-1610	550 East Road Ave/241 North 6th	Renee & Janeen
3/24-25/09	Longmont	Southwest Weld Complex	720-652-4200	4209 Weld Cty Road 24-1/2	Renee & Janeen





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



Bill Ritter, Jr.
Governor

Colorado Department of Local Affairs

Susan E. Kirkpatrick
Executive Director

DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Administration 100 – Introduction to Assessment
Note: location has changed to DoubleTree Hotel

DATE: February 11, 2009

DISTRIBUTION: Review with interested personnel.
Return registration form to Division.
File in Education File

Introduction to Assessment
(Admin 100)

Five-day Course

Education Credit: 23 hours **(continuing education only)**

Tested: Yes

Recommended Prerequisite: This course is the recommended prerequisite for all five-day courses.

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

Colorado History and Law
Local Government Finance in Colorado
The Assessment Function and Calendar
Geometric Shapes
Real Property Descriptions
Assessment Maps & Parcel Numbering
Real Property Appraisal
Mass Appraisal and Statistics
Personal Property Appraisal
Assessment Math
Real Property Title Conveyances
Communication and Public Relations

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

2009					
2/23-27/2009	Westminster	DoubleTree Hotel	303-427-4000	8773 Yates Drive	Greg & Penny





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