



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. 14

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: April 15, 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>
4/15/09	Arapahoe County Retirement Invitation	All interested personnel
4/15/09	Basic Appraisal Principles class	Staff Appraisers
4/15/09	Appraisal 105: Basic Appraisal Principles	Review with interested personnel. Return registration form to Division. File in Education File.
4/15/09	National USPAP Update Course Appraisal 607	Review with interested personnel. Return registration form and payment to Division. File in Education File.
4/15/09	City & County of Denver Position Opening	Review with staff. File in General Correspondence File.



PLEASE JOIN US

WAYNE HEINEN OF THE ARAPAHOE COUNTY ASSESSOR'S OFFICE IS RETIRING AFTER 27 YEARS. COME JOIN US AS WE SAY GOODBYE TO HIM AND WISH HIM A HAPPY RETIREMENT.



WHEN: WEDNESDAY, APRIL 29, 2009

TIME: 2-4 P.M.

***WHERE: WEST HEARING ROOM
ARAPAHOE COUNTY ADMINISTRATION BUILDING
5334 S. PRINCE STREET
LITTLETON, CO 80166***



Bill Ritter
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Colorado Department of Local Affairs
Executive Director, Susan Kirkpatrick

DIVISION OF PROPERTY TAXATION
JoAnn Groff
Property Tax Administrator

TO: County Assessors/Appraisers
FROM: Curt Settle
SUBJECT: Basic Appraisal Principles class
DATE: April 15, 2009
DISTRIBUTION: Staff Appraisers

MEMORANDUM

The Division of Property Taxation has received approval from the Colorado Board of Real Estate Appraisers for the Basic Appraisal Principles class, APR 105. The class was approved for 35 hours of Qualifying Appraisal Education. This approval culminates eleven months of work by Division staff to revise this class to conform with AQB guidelines.

The class is currently scheduled four times in 2009; twice in the Metro area, once in Grand Junction and once in the San Luis Valley. Please refer to other information in this Bulletin for details on the time and location of these classes. We will schedule additional classes if the demand warrants.





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Appraisal 105: Basic Appraisal Principles
DATE: April 15, 2009
DISTRIBUTION: Review with interested personnel. Return registration form to Division.
File in Education File.

**Basic Appraisal Principles
(APR 105)**

Five-day Course

Education Credit: 35 Hours (Initial License and Continuing Education)

Tested: Yes (Mandatory).

Recommended Prerequisite(s): None.

Required Equipment: Students should bring an HP 12C financial calculator, or equivalent, to class.
(If using an equivalent calculator, please contact the Division prior to class.)

Cost Per Student: \$50.00 *(Please make checks payable to: Colorado Assessors' Association.)*

TOPICS:

- Real Property Concepts and Characteristics
- Legal Consideration
- Influences of Real Estate Value
- Types of Value
- Economic Principles
- Ad Valorem Math Application
- Overview of Real Estate Markets and Analysis
- Ethics and How They Apply in Appraisal Theory and Practice
- Introduction to the HP12C Calculator

Class time is from 8:30 a.m. to 5:00 p.m. each day, unless otherwise specified by the instructor(s).

2009					
June 15 - 19	Alamosa	Administration Building	(719) 589-4848	8900 Independence Way	Cherice & Nancy
July 13 - 17	Golden	Jefferson County Courts & Admin. Building	(303) 270-6511	100 Jefferson County Pkwy.	TBD
July 27 - 31	Grand Junction	State Services Building	(970) 248-7318	222 South 6th Street	TBD
Sept. 28 - Oct. 2	Broomfield	Broomfield City & County Bldg.	(303) 464-5819	1 DesCombes Drive	TBD





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



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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: All County Appraisers
FROM: JoAnn Groff
Property Tax Administrator
DATE: April 15, 2009
DISTRIBUTION: Review with interested personnel.
Return registration form and payment to Division.
File in Education File.

**National USPAP Update Course
(APR 607)**

One-day Course

Education Credit: 7 Credit Hours (Continuing Education)

Tested: Not for 2009

Recommended Prerequisite(s): Licensed Appraisers

Cost per Student: \$82.00 *(Please make checks payable to: Colorado Assessors' Association.)*
Cost includes the cost of the current USPAP manual and 7-hour student manual. **All student registrations and fees for these classes must be received by the Division, by the deadline shown, to meet the ordering and shipping deadlines for material.**

TOPICS:

- Focuses on changes to the 2008-2009 edition of USPAP.
- USPAP will be applied to everyday appraiser practice.
- Aids appraisers seeking competency in the Uniform Standards of Professional Appraisal Practice (USPAP).

Class time is from 8:30 a.m. to 5:00 p.m.

2009					
June 17 Deadline May 15	Sterling	Logan County Social Services Dept.	508 South 10 th Ave.	970-522-2194	Sue





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DIVISION OF PROPERTY TAXATION

JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: City & County of Denver
Position Opening

DATE: April 15, 2009

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

MEMORANDUM

The City & County of Denver Assessor's Office has a position opening for a Senior Real Property Appraiser. See attached announcement for more information.





DENVER[®]
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER
Career Service Authority
201 W Colfax Ave, Dept 412, Wellington E.
Webb Municipal Office Building
Denver, CO 80202
(720) 913-5615
<http://www.denvergov.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Real Property Appraiser**

An Equal Opportunity Employer

SALARY

\$47,959.00 - \$76,514.00 Annually

OPENING DATE: 04/14/09

CLOSING DATE: 04/21/09

THE POSITION

The Department of Finance has an opening for a Senior Real Property Appraiser to perform full performance level professional and complex appraisal work in residential, multifamily, and industrial real property within the City and County of Denver. The Senior Real Property Appraiser will design, analyze, interpret and document full appraisal studies of assigned property types.

JOB RESPONSIBILITIES

Analyzes and interprets data such as cost of construction, market comparison, and income-producing potential. This may include reviews of complex income and expense statements, leases, depreciation, and property sales to determine correct valuation for all property classes assigned.

Designs, performs, analyzes, interprets and documents appraisal studies for varied and complex property types which may include analysis of financial and investment data as well as cost data from multiple sources.

Prepares full narrative appraisal reports and presents oral presentations at various hearing boards in support of the appraised value that conform to standards promulgated by the Appraisal Standards Board.

Explains to citizens, professional tax representatives, attorneys and private appraisers the basis for appraised values for assigned property classes.

Receives and analyzes property valuation appeals, explains assessment procedures, prepares testimony and presents evidence to the County Board of Equalization, the State Board of Assessment Appeals, County Commissioners, and District Court.

Performs on-site inspections to verify physical characteristics of land and buildings for assigned appraisal studies.

Performs reviews of classes of properties to assure assessment uniformity as verified by state audit.

Researches and collects data for database inventories on new construction, cuts/combinations, and demolitions.

Prepares reports utilizing a variety of statistical methodologies and software, and according to guidelines established by the Appraisal Standards Board.

Assists taxpayers and other agencies and organizations to obtain real estate information, and provides explanations of appraisal methods, statutes, and procedures.

May assist in the coordination and checking of work completed by other employees for various short term projects.

QUALIFICATIONS

Education

Baccalaureate Degree in Business, Accounting, Economics or related fields.

Requirement:

Experience Requirement:

Three years of experience performing analysis in real property appraisal.

Education/Experience Equivalency:

Four years of professional appraisal experience may substitute for the minimum education required.

Certification Requirement:

Certification as a Licensed Appraiser by the Colorado Board of Real Estate Appraisers. Certification by another state will be accepted in lieu of this requirement, provided the applicant is certified by the State of Colorado by the completion of the probationary period. Requires possession of a valid Colorado Class "R" Driver's License.

SPECIAL QUALIFICATIONS:

The ideal candidate must be a Certified General Appraiser or Certified Residential Appraiser with 5+ years of commercial experience.

ADDITIONAL INFORMATION

Please apply on-line at <http://www.denvergov.org/jobs>

Job offers are contingent on the verification of credentials and other information required by law and City and County of Denver policies, including the completion of a background check, part of which is a criminal history.

Classification Title: Senior Real Property Appraiser

Pay Grade: 808-V

Agency: Department of Finance, Assessor's Office

Testing: 100% Scored Supplemental

Probationary Period: The successful candidate will be required to complete at least a six-month probationary period prior to attaining career status with the City & County of Denver. Benefits are active during probation, but employees cannot use vacation leave during this period.

Recruiters: DL/KG

RESUMES MAY BE FILED ONLINE AT:

<http://www.denvergov.org/jobs>

EXAM #05171A
SENIOR REAL PROPERTY APPRAISER
DL

Senior Real Property Appraiser Supplemental Questionnaire

- * 1. Information provided on the application/resume is used to determine if a candidate meets minimum qualifications. Only information provided at the time of the application being completed will be considered, and additional information that is not listed on either the application or an attached resume **will not be considered** when deciding if a candidate meets or does not meet the qualifications. Applicants are STRONGLY encouraged to include all information and details on their application and attached resumes.
 - I understand and agree that only information provided at the time of my application / resume will be used to determine if I meet the minimum requirements for this position.
 - * 2. Do you have a Baccalaureate Degree in Business, Accounting, Economics or related fields plus three years of experience performing analysis in real property appraisal, including at least two years in appraising for assessment purposes. OR Four years of professional appraisal experience which may substitute for the minimum education required?
 - Yes
 - No
 - * 3. Are you certificated as a Licensed Appraiser by the Colorado Board of Real Estate Appraisers or do you have a certification by another state which will be accepted in lieu of this requirement, provided the applicant is certified by the State of Colorado by the completion of the probationary period?
 - Yes
 - No
 - * 4. Do you have a Commercial General and Commercial Residential Certification plus 5 - 7 years of experience?
 - Yes
 - No
 - * 5. Please describe your experience appraising commercial general and commercial residential properties including apartment buildings. Include your role, budget, challenges and outcomes.

 - * 6. Do you have a valid Colorado Class "A" Driver's License?
 - Yes
 - No
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