



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. 29

TO: County Assessors  
FROM: JoAnn Groff  
Property Tax Administrator  
DATE: July 29, 2009

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

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
7/29/09	Abstract of Assessment Report and Certification of Values	Review with appropriate staff. File in Abstract/Certification File.
7/29/09	Montezuma County Position Opening	Review with staff. File in General Correspondence File.





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JoAnn Groff  
Property Tax Administrator

TO: County Assessors

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Property Tax Administrator

SUBJECT: Abstract of Assessment Report and Certification of Values

DATE: July 29, 2009

DISTRIBUTION: Review with appropriate staff  
File in Abstract/Certification File

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**MEMORANDUM**

**Abstract of Assessment Report:**

This is a reminder to assessors that the annual Abstract of Assessment Report (abstract) to the Division of Property Taxation (Division) is due August 25, 2009.

For those counties that elected to use the alternate protest and appeals procedure, please submit a preliminary abstract, without county board of equalization (CBOE) adjustments, to the Division by August 25, 2009. The final abstract report, including CBOE adjustments, must be submitted by November 21, 2009.

If your county did not elect to use the alternate protest and appeals procedure, and if the CBOE, under the advisement of the county attorney, has found it necessary to extend appeal hearings beyond the statutory timeframe, a preliminary abstract must be submitted to the Division by August 25, 2009, without the CBOE adjustments. An amended final abstract report must be submitted after CBOE adjustments are finalized, but no later than November 21, 2009.

Please note that it is not necessary to obtain the signature of the chairman of the county board of commissioners on preliminary abstracts.



**Certifications of Values to Taxing Entities:**

The Certifications of Values must be sent to taxing entities by August 25, 2009. In those counties where CBOE appeal hearings have been extended beyond the statutory timeframe, we recommend that you inform the entities that the August 25 certifications do not include CBOE adjustments and that final values, reflective of county board adjustments, will be recertified on December 1, 2009. (The statutory deadline for recertification of values is December 10; however, the Division recommends recertifying by December 1 to allow entities more time to submit their levies to the county board of commissioners by December 15.

If you have any questions regarding these issues, please contact Janeen Ogden at 303-866-2134, or Joette Riley at 303-866-2890.



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Property Tax Administrator

TO: County Assessors

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SUBJECT: Montezuma County  
Position Opening

DATE: July 29, 2009

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

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**MEMORANDUM**

The Montezuma County Assessor's Office has a position opening for a Real Property Appraiser. See attached announcement for more information.



Montezuma County Assessor's Office  
Mark Vanderpool, Assessor  
109 W. Main Street, Room 310  
Cortez, Colorado 81321  
970-565-3428

### Employment Opportunity

The Montezuma County Assessor's Office has a job opening for a real property appraiser. This position will be responsible for the valuation of residential, vacant land, and commercial property. The position requires good communication skills, appraisal knowledge, a strong work ethic, knowledge of property assessment and mass appraisal, the ability to read maps and blueprints, knowledge of computer software, word processing, and spreadsheets.

Prefer someone with property assessment and mass appraisal experience.

To apply submit resume to the Montezuma County Assessor's Office at 109 W. Main Street, Room 310, Cortez, Colorado 81321. Direct all correspondence to Mark Vanderpool, Assessor. For additional information call 970-565-3428 or email at [m Vanderpool@co.montezuma.co.us](mailto:m Vanderpool@co.montezuma.co.us)

Application deadline is August 31, 2009.