



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. 34

TO: County Assessors
FROM: JoAnn Groff
Property Tax Administrator
DATE: September 2, 2009

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

<u>Date</u>	<u>Title</u>	<u>Distribution</u>
9/2/09	Appraisal 105: Basic Appraisal Principles Grand Junction Class: May be cancelled due to lack of registrations.	Review with interested personnel. Return registration form to Division. File in Education File.
9/2/09	Arapahoe County Position Opening	Review with staff. File in General Correspondence File.
9/2/09	El Paso County Position Opening	Review with staff. File in General Correspondence File.





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JoAnn Groff
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TO: All County Assessors
FROM: JoAnn Groff
Property Tax Administrator
SUBJECT: Appraisal 105: Basic Appraisal Principles
Grand Junction Class: May be cancelled due to lack of registrations.
DATE: September 2, 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					
Sept. 14-18	Grand Junction	State Services Building	(970) 248-7318	222 South 6th Street	Frank & Shawn
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 administrative and appraisal classes e-mail evelyn.hernandez@state.co.us



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JoAnn Groff
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff
Property Tax Administrator

SUBJECT: Arapahoe County
Position Opening

DATE: September 2, 2009

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

MEMORANDUM

The Arapahoe County Assessor's Office has a position opening for an Agricultural Data Collector. See attached announcement for more information.



ARAPAHOE COUNTY
Department of Human Resources
5334 S. Prince Street
Littleton, CO 80166-0001

<http://www.co.arapahoe.co.us/Jobs/HumanResources>

Invites Applications for the Position of:
AGRICULTURAL DATA COLLECTOR

An Equal Opportunity Employer

SALARY

\$2,518.00 - \$4,031.00 Monthly \$30,216.00 - \$48,372.00 Annually

DEADLINE

09/04/09

DESCRIPTION

This position performs a variety of technical data collection and profile assembly tasks associated with performing residential/agricultural property appraisals. Assists the senior Agricultural Appraiser in the classification and valuation of all improved and unimproved property in rural portions of Arapahoe County and values Agricultural property in all urban areas of Arapahoe County.

Hiring salary will be on the lower end of the range.

DUTIES

Regularly assists in the performance of various routine field audits of construction or a site's land use, to gather data for assessment purposes.

Verifies and updates maps, assimilates appraisal data, inputs collected data into field appraisal software.

Conducts visual inspections of sites to ascertain and/or verify the stages of site completion or development; notes quality and type of materials utilized; makes informed land use classifications.

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

Routinely checks maps, legal descriptions, and/or building permits to verify site locations and

addresses against appraisal information.

Adds a building diagram into appraisal software based on the exterior measured footprint of the building; performs periodic appraisal data audits to reflect changes to property characteristics, structure completions or demolitions, and/or site use and zoning changes.

Occasionally, determines potential full value of a property and prorates to a partial value for assessment purposes.

Assists senior appraiser in documenting actual land use by gathering related documents, photos maps and aerials of specific properties.

Routinely processes appraisal data, including reviewing data for completeness and accuracy; inputting appraisal information into various mass appraisal software systems; and occasionally analyses appraisal data to produce mass appraisals.

Computes agricultural land valuations by use and soil type based on State derived agricultural land production, and produces land values of non-agricultural land using income and market value approaches.

Performs mathematical computations deriving fees and/or taxes, property or structure square footage, percentages, fractions or decimals utilizing formulas and collected appraisal data.

Constantly updates and maintains mass appraisal databases, including retrieving archived scanned images or paper files and/or letters and converting them to an electronic computer file.

REQUIREMENTS

High school or GED equivalent AND two years work experience in the real estate appraisal field. Work experience must have included using Microsoft Windows XP, or Vista, Word, Excel and Access.

An equivalent combination of education and work experience that satisfy the requirements of the job may be sufficient.

This position anticipates progress toward certification in the appraisal field.



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TO: County Assessors

FROM: JoAnn Groff
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SUBJECT: El Paso County
Position Opening

DATE: September 2, 2009

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

MEMORANDUM

The El Paso County Assessor's Office has a position opening for a Commercial Property Appraiser I. See attached announcement for more information.



EBMS, Employment Division
2880 International Circle, Suite N060
Colorado Springs, CO 80910

Job Information : (719) 520-7400

Office : (719) 520-7401

Internet : <http://www.elpasoco.com>

Email : employment@elpasoco.com

JOB ANNOUNCEMENT

JOB TITLE : Commercial Property Appraiser I

ANNOUNCEMENT NO : 9160 09/09

DEPARTMENT : Assessor

OPENING DATE : Friday, September 04, 2009

APPLICATION DEADLINE : Thursday, September 17, 2009 at 5:00 p.m.

SALARY : - DOQ **BAND :** 6 Administrative/Tech

STATUS : Full-time Non-exempt

CRITERIA : Based on education and experience as specified below.

JOB REQUIREMENTS

ESSENTIAL JOB FUNCTIONS :

Under limited supervision, performs complex technical work in appraising commercial, industrial and multi-family real estate for tax purposes in the El Paso County's Commercial Property Appraisal Department. Work involves inspecting and measuring property to determine classification, gathering information from owners and determining values of such properties. Responsible for providing information pertaining to the assessment process to taxpayers and the general public, processing appeals, representing the Assessor's Office on appeals, and providing expert testimony in legal proceedings.

MINIMUM QUALIFICATIONS

Associates degree in Business Administration, Accounting or related field. Bachelors degree preferred. Minimum two (2) year experience in Commercial Real Estate appraisal. Working knowledge of the Colorado Revised Statutes as they pertain to Commercial Real Estate and Real Estate appraisal. Ability to perform math calculations and concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must be able to communicate with attorneys, appraisers and other individuals relative to property values and the appraisal process. Ability to maintain confidentiality as required by law. Ability to operate basic office equipment to include experience using a personal computer. Colorado Appraisal License, Certified General License preferred. Must possess and maintain a valid Colorado Driver's License.

Any equivalent combination of related education and experience may be substituted for the education and experience requirements above. Ability to perform the essential functions of the job.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position.

Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603)

AN EQUAL OPPORTUNITY EMPLOYER