



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. 35

TO: County Assessors  
FROM: JoAnn Groff  
Property Tax Administrator  
DATE: September 9, 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>
9/2/09	El Paso County Position Opening	Review with staff. File in General Correspondence File.
9/3/09	Personal Property General Percent Good Table Discussion Meeting ( <b>Postponed</b> )	Review with interested personnel. File in the Personal Property file.





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**DIVISION OF PROPERTY TAXATION**

JoAnn Groff  
Property Tax Administrator

TO: County Assessors

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: El Paso County  
Position Opening

DATE: September 2, 2009

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

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**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](mailto: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**



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DIVISION OF PROPERTY TAXATION

JoAnn Groff  
Property Tax Administrator

TO: ALL COUNTY ASSESSORS, STAFF, VENDORS,  
AND INDUSTRY REPRESENTATIVES

FROM: JoAnn Groff  
Property Tax Administrator

SUBJECT: Personal Property General Percent Good Table Discussion Meeting (**Postponed**)

DATE: September 3, 2009

DISTRIBUTION: Review with Interested Personnel. File in the Personal Property file.

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### MEMORANDUM

The open Colorado personal property General Percent Good Tables discussion meeting that was originally scheduled for September 15, 2009 has been postponed until October 20, 2009.

The open discussion meeting has been re-scheduled as follows:

**Tuesday, October 20, 2009, from 9:00 – 11:00 A.M.,  
at the Division of Property Taxation Offices  
1313 Sherman Street, Room 318  
Denver, Colorado 80203**

Note that the Division is looking into offering a voice call-in option for those county assessors, staff, vendors, industry representatives, and other interested parties that are located outside of a two-hour driving range of the Denver meeting location. The Division will provide a reminder with additional meeting specific information in early October of 2009.

If you have any information and/or suggestions related to personal property rate sources and/or you have any meeting related questions, please contact Ken Beazer at (303) 866-2790 or e-mail your questions to [ken.beazer@state.co.us](mailto:ken.beazer@state.co.us).

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