

---

## Department of Local Affairs

*Strengthening Colorado Communities*

---

### Open Competitive

### EMPLOYMENT OPPORTUNITY

Department of Local Affairs

Division of Property Taxation

**ANNOUNCEMENT EXTENDED.** If you have already submitted an application, there is no need to re-apply.

**Job Title:** PROPERTY TAX SPECIALIST II

**Position Number:** 80091-1009 and 80082-1009

**Job Location:** Grand Junction

**Salary:** salary range \$4,409-4,900/mo.

**Release Date:** October 23, 2009

**Apply By:** November 19, 2009

**Employment Type:** Full-Time

**Class Code:** H8J3XX

### Information About The Job:

**DUTIES:** These positions in the Administrative Resources Section of the Division of Property Taxation will perform operating or journey level duties in handling problems in the field of ad valorem taxation, requiring the application of advanced professional expertise and skill in the administration and appraisal functions of an assessor's office. The position participates in the development of materials for publication in manuals, guidelines, procedures, and narrative reports for use by county assessors, public policy makers, and taxpayers; produces administrative and appraisal education curricula and conducts classroom and on-site training for county assessors and their staff; provides recommendations for interpretation and clarification of statutory language, rules and policies for the Division of Property Taxation, elected officials and the public; responds to consulting requests from assessors; and makes recommendations for specific research and development projects dealing with typical property tax issues.

**MINIMUM QUALIFICATIONS:** Qualified applicants must possess a bachelor's degree in real estate appraisal, real estate, economics, tax auditing, accounting, business, business administration, public administration, finance, finance economics, political science, political science and government, or mathematics; AND two years of property taxation experience, land negotiation and appraisal experience, and/or real estate appraisal experience. **NECESSARY SPECIAL REQUIREMENTS:** Must possess and maintain a Colorado driver's license and be willing to travel. **PREFERRED QUALIFICATIONS:** The preferred candidate will have demonstrated competency in both the administrative and appraisal functions of an assessor's office. The preferred candidate will have a Colorado real estate appraisal license at the licensed level or above.

**SUBSTITUTION:** Any combination of work experience in property taxation, land negotiation and appraisal, and/or real estate appraisal, which provided the same kind, amount, and level of knowledge acquired in the required education, may be substituted on a year-for-year basis for the bachelor's degree.

**PLEASE NOTE:** Applications are used as part of the selection and exam process. Applications will be reviewed to determine if you meet the minimum requirements for the position and will be ranked to determine the most qualified applicants for this position. Be sure your application specifically addresses all the requirements listed above.

### How To Apply:

Submit your **completed** State of Colorado Employment Application for Announced Vacancies and a current resume directly to the Department of Local Affairs, Human Resources Office, 1313 Sherman Street, Room #315, Denver, CO 80203, or fax 303-866-2251, by 5:00 p.m. on the announcement closing date. If your application and resume are not received by the closing date of this announcement, you will not be considered for this position. If you have any questions, please call (303) 866-5884 or email [susie.esparza@state.co.us](mailto:susie.esparza@state.co.us) . **Please include your current e-mail address on your application, as most correspondence regarding this position will be electronic-based.** The department cannot guarantee the successful delivery of e-mail. You will be notified of the status of your application two weeks after the closing date of the announcement. If you do not receive information regarding the status your application after this time, please contact (303) 866-5884.

For employment application and full job announcement including Important Information About Your Application and Appeal Rights please visit our employment website at <http://dola.colorado.gov/employment.html> .

**YOU MUST BE A RESIDENT OF COLORADO TO APPLY.  
THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.**