



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>CHIEF, DIVISION OF ASSESSMENT STANDARDS</b>	<b>41</b>	<b>A</b>	<b>7.418</b>

Under administrative direction, the Chief, Division of Assessment Standards in the Department of Taxation oversees the management of local government finance programs including review of local government audits, budgets, and debt management; directs the audit and education programs relating to the real property transfer tax; and directs the uniform property appraisal program for all real and personal property within the State.

Direct the annual assessed valuation of interstate and intercounty companies such as utilities, railroads, and airlines; direct the annual valuation of all net proceeds of minerals within the State; serve as technical staff to the State Board of Equalization, the Committee on Local Government Finance, and the Appraiser Certification Board.

Supervise and evaluate the performance of technical support personnel and subordinate supervisors responsible for administering a component of the State's assessment and valuation programs that include local government finance, real property transfer tax, billing and collection, and property tax appeal; select, train and discipline staff, assign and review work.

Develop appraisal methods, standards, policies and procedures necessary to implement the assessment program, the real property transfer tax program, and the local government finance program throughout the State in compliance with applicable statutes and regulations.

Supervise the completion of required studies and reports regarding assessment levels and statistics related to the values of property types, forecasting revenue for local governments, and billing and collection of property and real property transfer taxes; present completed reports to the Tax Commission and make recommendations on tax policies and procedures.

Direct the billing, collection, disbursement, and refunding of tax revenue associated with the assessment of mines, utility and transportation companies; approve developed procedures to ensure the efficiency and effectiveness of the process.

Evaluate data pertaining to bill draft requests and fiscal notes required by the Legislature; direct the composition of and present the department's response; direct research projects concerning the regulation of assessments and analysis of local government financial positions as requested.

Develop and monitor the travel and equipment budget for the division to ensure the availability of necessary resources.

Compose and disseminate for review draft regulations; approve the implementation of new or revised administrative regulations based upon the analysis and evaluation of proposed tax laws in order to comply with the legislation.

Approve the content and format used in published division documents such as appraisal and assessment bulletins, manuals, studies and reports to ensure compliance with property tax law, administrative regulations, policy statements and directives.

Direct the administration of the appraiser certification and continuing education program for property tax assessment personnel statewide in order to comply with State laws including approving curriculum development and the establishment of guidelines.

Authorize staffing for the State Board of Equalization; compose draft decision letters; maintain and manage the docket; schedule hearings and notice parties pursuant to the open meeting laws of the State.

Direct and manage local government functions in the event of designation of "severe financial emergency" similar to the requirements of a trustee in bankruptcy.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- \* Possession of a valid driver's license or evidence of equivalent mobility is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, finance, public administration or related field and five years of progressively responsible experience in real property appraisal, acquisition of real property, or government finance and accounting, two years of which must have been in a supervisory capacity; **OR** an equivalent combination of education and experience. (See Special Requirement)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** appraisal methods, principles and practices in order to value property; technical and legal terminology, documents, and descriptions related to appraisal of property. **Working knowledge of:** supervisory principles and practices including disciplinary processes, employee evaluation and the development of work performance standards; governmental accounting and finance; principles and practices used in real property transfers; social and economic factors underlying the appraisal process; common methods of describing real property; purpose, organization and procedures of local tax assessors' offices; governmental accounting standards; applied statistical modeling. **Ability to:** establish standard cost factors and determine the necessary modifiers to adjust these factors among the various counties; understand and apply revenue forecasting models to determine whether local government revenues are sufficient to meet current obligations; understand and use applied statistical models to determine whether property has been appraised equitably; understand and apply administrative law in order to conduct fair hearings and manage regulatory workshops. **Skill in:** establishing valuations on complex utility and transportation companies; local government debt management analysis.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** all factors and components involved in the State assessment program including centrally and locally assessed properties, mapping and parceling of land, and the valuation of utility and transportation companies; Nevada's revenue and taxation laws and corresponding regulations in order to direct and regulate assessment of property in Nevada; governmental accounting standards used in the management of the financial affairs of local governments; all factors and components involved in the State real property transfer tax audit program; the State budgetary process; applicable sections of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

7.418

ESTABLISHED: 8/60  
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REVISED: 9/24/92PC  
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