



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COORDINATOR OF ASSESSMENT STANDARDS	37	B	7.419

Under general direction, the Coordinator of Assessment Standards serves as an interdisciplinary technical expert on financial and statistical analysis for property tax assessments; develops calculation methods for assessments and abatements; and provides assistance and advice to the department on the application of statistical techniques and mathematical concepts.

Design, develop, and implement financial and statistical models using spreadsheet and database software; write computer programs for property tax assessment and special purposes and coordinate with department information technology staff; train department personnel in program use and data interpretation.

Perform comprehensive research and statistical analysis to evaluate equalization of property values throughout the State; prepare written summaries and evaluations of statistical data for special projects initiated by the Tax Commission; testify before the Tax Commission and Board of Equalization regarding tax calculation methods and other quantitative matters.

Develop the database and random sample design methods for assessment ratio studies in which county assessor valuations are compared to independent appraisals; design other statistically valid sampling plans for department studies and special projects requested by the Tax Commission and Legislative Counsel Bureau.

Provide revenue forecasts for property, sales, and use taxes based on prior revenues, school district enrollment, consumer price index trends, gaming activity statistics, and population projections.

Draft regulations and policy statements concerning appraisal techniques, assessment practices, and local government finance; work with county officials in obtaining budget data for review by the department and assist county assessors in preparing periodic reports in standard formats.

Prepare or review department publications to ensure theoretical and technical accuracy and reflect any changes in laws, regulations, appraisal practices, and financial and economic considerations.

Prepare bill draft requests and calculate the fiscal impact of proposed tax changes.

Update and score appraisal certification examinations.

Design and revise automated billing programs for centrally and locally assessed properties.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

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

MINIMUM QUALIFICATIONS (cont'd)

INFORMATIONAL NOTE:

- * Certification as both a real and personal property tax appraiser by the State of Nevada is required within two years of appointment and must be maintained through continuing education as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in business administration, accounting, economics, mathematics, statistics, computer science, management information systems, or closely related field and three years of appraisal experience for tax purposes, one year of which included statistical analysis of appraised properties for purposes of equalization; **OR** bachelor's degree from an accredited college or university in business administration, accounting, economics, mathematics, statistics, computer science, management information systems, or closely related field and three years of experience involving the valuation of property, including financial management, application of managerial accounting principles and practices, applied statistics, and/or computer programming for economics or other social sciences; **OR** an equivalent combination of education and experience. *(See Special Requirement and Informational Note)*

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

Working knowledge of: appraisal methods, principles, and practices used to value real and personal property; technical and legal terminology, documents, and descriptions related to assessment of property; review of accounting reports, balance sheets, and income statements; local assessors' appraisal and taxing requirements, methods, and reports; statistical models to include measures of dispersion and measures of central tendency to determine the accuracy and equity of local tax valuations; principles of economics affecting valuation of property and projection of tax revenues. **Ability to:** appraise property; read and understand financial reports; develop, explain, and instruct others in tax calculation methods; provide technical assistance to State and county appraisers in adhering to prescribed assessment standards and properly formatting data to facilitate analysis; prepare clear and concise legislative bill draft requests, regulations, forms, and publications. **Skill in:** algebra, geometry, statistics and technical math in order to correctly calculate and/or verify computations of property valuations and assessment ratio studies; development and application of computer programs used in appraisal, financial analysis, revenue projection, and billing, collection, and distribution of taxes.

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

Detailed knowledge of: State revenue and taxation laws and corresponding regulations for assessment of property; applicable sections of the State Administrative Manual and Nevada Administrative Code. **Working knowledge of:** process of developing, changing, or deleting administrative regulations relating to appraisal techniques, assessment practices, local government finance, and collection and analysis of statistical information.

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.

7.419

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