

EXEMPT PROPERTY ANALYST - 2121

General Definition of Work:

Performs intermediate skilled technical work in real property appraisal and qualification determination for exempt real property and administering the Present Use program. Work is performed under the supervision of the Real Property Manager.

Essential Functions/Typical Tasks:

Listing, appraising and re-appraising exempt real property; prepares and processes Present use applications; verifying and evaluating data; determining eligibility; defending decisions before appeal boards and in court as required; revalidating applications annually; preparing and maintaining Present use records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Analyzes, reviews and approves or rejects real property Exemption applications to ensure compliance with local and state regulations.
- Analyzes, reviews and approves or rejects Present Use applications to ensure compliance with local and state regulations.
- Assists citizens with Exemption and Present use applications and determines eligibility.
- Makes field inspections to list, appraise and reappraise exempt real property.
- Calculates acreage for each class of land, determines total assessment, prepares computer records.
- Prints and mails Present Use revalidation forms.
- Updates computer files, determines application of rollback taxes, provides estimated to property owners and attorneys.
- Calculates roll back taxes and posts for collection.
- Mails Present Use and Exemption forms to new applicants, reviews and process forms and applications in a timely manner.
- Monitoring transfers of Present Use properties to inform owners of potential rollback taxes or the need for a continuing use application.
- Monitoring transfers of Exempt properties to move them back on the tax rolls or inform the new owners of the need to apply for exemption.
- Performs site inspections to verify Present use qualifications.
- Defends decisions before appeal boards and in court as required.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

General knowledge of the principles and practices of real estate appraising for assessment purposes; thorough knowledge of the NC General Statutes relating to the exemption and exclusion of real property and the Present Use program thorough knowledge of standard office practices and procedures; thorough knowledge of business English and legal terminology; ability to perform duties under pressure and to organize and work independently; ability to perform mathematical computations with speed and accuracy; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience:

Requires graduation from an appropriately accredited community college with major course work in business, real estate or related field, considerable experience in real property assessment and knowledge of the laws governing property tax exemptions and exclusions. An equivalent combination of education and experience may be considered.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Special Requirements:

Possession of or ability to obtain real property appraisal certification issued by the North Carolina Department of Revenue within two years of employment. Possession of an appropriate driver's license valid in the state of North Carolina.

HR revised 11-17-2011