

PERSONAL PROPERTY MANAGER - 2113

General Definition of Work:

Performs difficult professional and responsible executive work coordinating and supervising business personal property listing and taxation program; does related work as required. Work is performed under the regular supervision of the Tax Administrator. Supervision is exercised over subordinate personnel.

Essential Functions/Typical Tasks:

Assigning, supervising and participating in personal property listing and taxes; overseeing the preparation and maintenance of personal property and other tax 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.)

- Assigns and supervises work of staff members performing personal property listing, appraisal and audit; including the preparation, maintenance and safekeeping of tax records and files.
- Trains and cross trains staff as necessary.
- Ensures that tax forms, audit programs, and office procedures related to business personal property are properly maintained and updated.
- Supervises and participates in the application review and compliance review of exempt, excluded and deferred property.
- Supervises and participates in audits of personal property listings, including coordination of contracted audit program.
- Reviews and analyzes income tax returns, general ledgers, fixed asset and depreciation schedules, and financial statements to determine degree of compliance with personal property reporting.
- Tours business property as necessary to gain understanding of taxpayer operations and observe condition of equipment.
- Testifies at appeal hearings and consults with accountants, attorneys and other professionals as necessary.
- Administers incentive grant program.
- Meets with and responds to inquiries from taxpayers.
- Performs related tasks and projects as required.
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Knowledge, Skills and Abilities:

Comprehensive knowledge of tax appraisal, listing, billing and collection programs, policies and procedures; thorough knowledge of standard office practices, procedures, equipment techniques; thorough knowledge of business English and spelling; ability to establish and maintain effective working relationships with associates and the general public; ability to organize and perform work independently; ability to develop and type complex forms and tables; ability to perform difficult mathematical computation with speed and accuracy; ability to communicate effectively both orally and in writing.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business management or related field and considerable personal property assessment experience.

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 walking, 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, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

Possession of personal property appraiser certification issued by the North Carolina Department of Revenue. CPA desirable.

Revised: 08/01/07