

PERSONAL PROPERTY SUPERVISOR - 2211

General Definition of Work:

Performs advanced technical work coordinating and supervising individual and personal property listing, assessing, discovery and billing program. Work is performed under the regular supervision of the Personal Property Manager. Supervision is exercised over subordinate personnel.

Essential Functions/Typical Tasks:

Assigning, supervising and participating in individual and business personal property listing, assessing, discovering and billing; administering special local property 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.)

- Responsible for supervising, training and evaluating staff and has substantial influence in hiring and other employment decisions.
- Supervises and participates in the listing and assessing of business and individual personal property including working with outsource vendor to generate listing forms and to assist outsource auditor as necessary.
- Enters data for computer printing of bills, notices, listing abstracts and discoveries.
- Develops spreadsheets and databases to assist in the compilation and analysis of pertinent data; interprets and reports on trends and tax implications thereof.
- Plans schedules and programs with data system analysts to assure correct billing of assessed personal property.
- Provides public assistance in administrative and technical matters; relates specific information and statutory provisions to taxpayers.
- Makes field inspections of individual and business personal property in order to ensure accurate assessment.
- Ensures that historical tax records are maintained in compliance with records retention and disposition schedules established by the NC Department of Cultural Resources, Division of Archives and History.
- Prepares and presents items before Board of Equalization and Review, NC Property Tax Commission and Courts as required.
- Handles a variety of responsible administrative or technical assignments.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of tax appraisal, listing, billing and collection programs, policies and procedures; of standard office practices, procedures, equipment and secretarial techniques; and of business English and spelling. Skill in the use of a variety of office machines, computers, and applicable software applications. Ability to establish and maintain effective working relationships with associates, subordinates and the general public; to organize and perform work independently; to develop and type complex forms and tables; to perform difficult mathematical computation with speed and accuracy; and to communicate effectively both orally and in writing.

Education and Experience:

Requires graduation from an appropriately accredited community college with major course work in business management, accounting or a related field, considerable experience relating to business personal property assessment and some supervisory experience. 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 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:

Must obtain certification by the North Carolina Department of Revenue as a County Appraiser within two years of employment. Designation by the International Association of Assessing Officers (IAAO) as a Personal Property Specialist (PPS) is encouraged. Possession of an appropriate driver's license valid in the state of North Carolina.

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