

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PROPERTY ASSESSMENT TECHNICIAN
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future technical Property Assessment Technician positions located within the Department of Revenue, Division of State and Local Finance. This classification specification is not intended to identify every duty which may be assigned to positions allocated to this classification series but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions allocated to this classification series spend the majority of time providing technical property appraisal/assessment work providing support services to the professional property appraisal/assessment staff in the Division of State & Local Finance. Employees in this classification perform routine tasks involving the collection and compilation of data related to the property appraisal/assessment functions.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions that perform professional duties as defined in s. 111.81 (15), Wis.Stats for the majority of the time (more than 50%).
2. Positions that are **not** located in the Department of Revenue.

3. Positions which, for the majority of the time, provide statewide program support within the Department of Revenue, Division of State and Local Finance, and are more appropriately classified as Property Assessment Practices Specialists.
4. Positions which, for the majority of the time, are responsible for conducting property appraisal/assessments for the Division of State and Local Finance and are more appropriately classified as Property Assessment Specialist.
5. Positions which, for the majority of time, perform real estate appraisal duties and are more appropriately classified as Real Estate Specialists.
6. Positions which spend a majority of time performing paraprofessional real estate work and are more appropriately classified as Real Estate Program Associates.
7. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification

Employees enter positions within this classification series by competition. Positions filled at the Property Assessment Technician 1 level may progress to the 2 and/or 3 levels through reclassification once it is demonstrated that the employee spends the majority of time on duties identified at that level.

E. Terminology Used in This Classification Specification

Close Supervision: Implies that the work is performed according to detailed instructions and that supervision is available on short notice.

General Supervision: Implies that the work is performed independently. The incumbent seldom refers matters to supervisor except for clarification of policy.

Limited Supervision: Implies that the incumbent proceeds on his or her own initiative while complying with policies, practices and procedures prescribed by the supervisor. The supervisor generally answers questions only on the more important phases of the work.

Paraprofessional: Work that is similar to or closely relating to and resembling “professional” level work, with a more limited scope of functions, decision making, and overall accountability; it does not have the breadth and depth of true professional work. A paraprofessional employee may perform duties that are a narrow, specialized subset of the professional employee’s duties. A paraprofessional employee does not perform the full range of duties assigned to professional employees, or performs duties of lesser scope, impact, and complexity than duties assigned to professional employees. Paraprofessional duties tend to support the work of professional employees. A paraprofessional employee may carry out or implement plans or projects that are developed, planned, and managed by professional employees. The paraprofessional employee carries out or implements plans or projects based on extensive experience and supplemental on-the-job training rather than on formal academic education in the discipline itself. Paraprofessional work is performed in a narrow or highly specialized area of the overall occupation and requires a high degree of practical knowledge and skill. The experienced

paraprofessional employee often works with considerable independence for significant periods of time. This independence, however, does not alter the nature and character of the work, which is to support a professional discipline. A paraprofessional position may have responsibility for segments of professional level functions but is not responsible for the full range and scope of functions expected of a professional position.

Routine: Work of repetitive nature, a customary procedure without deviation from the established norm. This does not necessarily denote simple work.

Semi-routine: Work that is a mixture of complex and repetitive duties where the majority of time is spent on repetitive duties.

F. Classification Factors

Individual position allocations are based upon the general classification factors described below:

1. The freedom or authority to make decisions and choices and the extent to which one is responsible to higher authority for actions taken or decisions made;
2. Information or facts such as work practices, rules, regulations, policies, theories and concepts, principles and processes which an employe must know and understand to be able to do the work;
3. The difficulty in deciding what needs to be done and the difficulty in performing the work;
4. The relative breadth, variety and/or range of goals or work products and the impact of the work both internal and external to the work unit;
5. The type of supervision received;
6. The position's organizational status as it relates to level of responsibility; and,
7. The nature and level of internal and external coordination and communication required to accomplish objectives.

II. DEFINITIONS

Positions in the Property Assessment Technician classification series provide technical property appraisal/assessment work providing support services to the professional property appraisal/assessment staff in the Division of State & Local Finance. Employees in this classification perform routine tasks involving the collection and compilation of data related to the property appraisal/assessment functions.

PROPERTY ASSESSMENT TECHNICIAN 1

This is an entry level position. Positions at this level perform work under close supervision progressing to limited supervision in accordance with established departmental rules and regulations. Work includes developing the knowledge of property assessment procedures. Incumbents learn to independently perform routine to semi-routine tasks involving the collection and compilation of data relating to the property appraisal/assessment functions. Keying of data; response to property owner appeals using existing letter templates; running pre-designed reports and existing queries; answer simple questions such as "did I already file", "where can I find the form."

Examples of duties that may be performed at this level are:

- Assist in responding to front line inquiries from taxpayers, assessors, local government officials and other staff and refer more complex inquiries to appropriate staff.
- Collects and records data for the professional property assessment staff on matters relating to annexations, new construction, personal property accounts, statement of assessment comparison tables, and other related statistics.
- Assists in handling the validation and processing of municipal tax reporting forms.
- Obtains assessed values of properties recently sold.
- Stratifies the local assessment roles for application of sales ratio analysis.
- Assists in preparing standard property tax reports and performs related mathematical computations.
- Calculates cost appraisals and ratios from appraiser's notes and reports.
- Draws maps, plats, and charts to be utilized by the professional appraisal staff.
- Organizes appraisal data and records the appraiser's estimates of value to appropriate summaries and reports.
- Assists the Property Assessment Specialists with property assessment and appraisal projects.
- Prepares evidence for appeals, hearings, and court proceedings.
- Coordinate technical functions between district offices and between central and district offices.
- Posts forms for data processing input and maintains control forms and letters.

PROPERTY ASSESSMENT TECHNICIAN 2

Positions at this level perform work under general supervision in accordance with established departmental rules and regulations. Employees in this class perform a wide range of technical tasks involving the recording, collection, compilation, and processing of data relating to the property appraisal/assessment functions. Responsibilities may include modifying and creating templates to comply with law changes, create/modify the free-narrative template sections of appeal responses. Answer questions about forms, and help a caller walk through and complete a form. Create, manipulate, and calculate reports and presentations for public dissemination. The technical functions performed at this level are differentiated from those at the preceding level by the increased independence of action and the responsibility for compiling data collected into meaningful reports.

In addition to any or all of the duties of a Property Assessment Technician 1 level, positions may also encompass the following duties:

- Independently responds to inquiries from taxpayers, assessors, local government officials and other staff and refer more complex inquiries to appropriate staff.
- Coordinates the validation and processing of municipal tax reporting forms.
- Prepares standards property tax reports and performs related mathematical computations.
- Assists in the appraisal/assessment of the less complex real property and personal property (e.g. small manufacturers, single family homes and duplexes. etc.).
- Prepares evidence for appeals, hearings, and court proceedings.
- Coordinate technical functions between district offices and between central and district offices.

PROPERTY ASSESSMENT TECHNICIAN 3

Positions at this level perform work under general supervision in accordance with established departmental rules and regulations. Employees in this class are assigned a wide range of technical tasks

involving the recording, collection, compilation, and processing of data and perform the most complex support duties relating to the property appraisal/assessment functions. Responsibilities may include creating new queries and reports that join multiple tables or combine data from different systems, pre-audit, summarize, analyze and interpret data received and create templates, presentations and forms for others to use. The primary support technical functions performed at this level would constitute a majority of the position's time.

In addition to any or all of the duties of a Property Assessment Technician 2 level, positions may also encompass the following duties:

- Independently explains to the most complex inquiries (e.g. the law behind the Division of State and Local Finance requirements, interpretation of online reports and sales data, etc.) from taxpayers, assessors, local government officials and other staff in a clear and understandable manner.
- Provides primary support to professional staff in manufacturing, equalization or comparable program area for complex property assessment, appraisal and property tax administration projects and/or program activities.
- Trains new employees in unit procedures and policies.
- Participates in developing, revising, and implementing policies and procedures.
- Prepares evidence for appeals, hearings, and court proceedings.
- Serves as the primary coordinator of technical functions between district office and between central and district offices.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the objectives and assigned tasks performed and/or by an identification of the education, training, work, or other life experiences which would provide reasonable assurance that the skills required to perform the tasks and the knowledge required upon appointment have been acquired.

Special Requirement:

In order to be classified as a Property Assessment Technician within the Department of Revenue, employees are required to possess the Wisconsin Assessor Certification at the Assessment Technician level as required by section 73.09 (2) Wis Stats. For the Property Assessment Technician 1 level, this is required within six months of appointment

IV. ADMINISTRATIVE INFORMATION

The Property Assessment Technician 1, 2 & 3 classification specifications were modified effective March 9, 2014 and announced in Bulletin OSER-0359-MRS/SC to combine into a three level classification series to update the definition language and realign the duties and responsibilities of the positions in this classification series.