

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PROPERTY ASSESSMENT SUPERVISOR

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 professional positions located within the Department of Revenue. Positions allocated to this classification perform responsible, professional, supervisory work in the area of property assessment in the Bureaus of Equalization or Manufacturing Assessment. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This classification encompasses professional positions located within the Department of Revenue. Positions allocated to this classification supervise Property Assessment Specialists and function as: (1) district office supervisor; or (2) central office supervisor in the areas of equalization or manufacturing assessment. Positions in this classification are responsible for the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees. Directs or performs the most complex and difficult property assessment assignments. Conducts or directs special studies relating to property tax problems for the bureau director.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Supervisory and management positions located outside of the Department of Revenue, Bureaus of Equalization or Manufacturing Assessment which do not supervise or manage assessment-related programs.
2. Positions which do not meet the statutory definitions of supervisory and management as defined in Wis. Stats. 111.81(19) and (13).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

## **II. DEFINITIONS**

### **PROPERTY ASSESSMENT SUPERVISOR**

Positions allocated to this classification function, for the majority of time, as a (1) supervisor of a property assessment program unit, such as equalization or manufacturing, in a district property tax office or (2) as the supervisor of a property assessment program unit within either the Bureau of Equalization or Manufacturing Assessment.

- 1) Plan and direct the overall manufacturing or equalization property tax program in the district office. Establish the annual work plan determining the jurisdictions to be reviewed and the work methods to be used. Plan and direct the annual establishment of equalized values for each taxation district within an assigned administrative area; or supervise the determination of annual assessments for a manufacturing district, and the maintenance of data processing information support systems. Direct and review the field audit and appraisal of all manufacturing property in a district over a statutorily determined time period. Work directly with local government officials and assessors to improve assessment practices. Direct the preparation of defensive material when the district staff values are challenged on appeal. Conduct staff meetings and direct new employee's training. Ensure that departmental procedures are applied in the district office. Prepare the district office annual budget. Direct special investigations and studies. Work is performed independently in accordance with applicable state laws, regulations, and policies and is subject to general administrative review of program effectiveness.
- 2) Assist in planning, coordinating and directing equalization and/or manufacturing programs through the review and recommendation of changes to legislation; development and implementation of policy and procedures; and supervision of central office professional and technical staff. Work is performed independently in accordance with applicable state laws, regulations, and policies and is subject to general administrative review of program effectiveness.

## **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 goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. Assessor 2 certification is mandatory upon appointment to this classification.

TJM/WAT  
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