

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

PROPERTY ASSESSMENT CHIEF TRAINING OFFICER

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 the professional position located within the Department of Revenue, Office of Assessment Practices. The position allocated to this classification administers the Department of Revenue Property Assessment Training and Certification Program.

B. Exclusions

Excluded from this classification are the following types of positions:

1. Positions performing real estate appraisal duties for the Department of Transportation or the Department of Natural Resources.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

II. DEFINITION

PROPERTY ASSESSMENT CHIEF TRAINING OFFICER

This is advanced professional work of considerable complexity and difficulty in the Office of Assessment Practices. The position allocated to this classification, for the majority of time, is responsible for training new employees in the areas of individual property appraisal, mass appraisal and assessment administration; administering the statewide assessor certification program; and providing assistance to taxpayers, municipal officials and other state agencies in the understanding of the property tax system. This position administers the statewide assessor certification program by coordinating program changes through recommended law or administrative rule changes; developing and administering certification exams; managing the assessor certification data base; assisting outside groups in meeting the assessor continuing education requirements; and investigating assessor certification complaints. Coordinates the assessor training program by preparing and presenting appraisal and property tax training materials to all Bureau employees and local officials. Schedules, prepares and edits videotape training materials for use by all assessment personnel, and updates training materials as needed. Provides assistance to taxpayers, municipal officials and other state agencies to promote a better understanding of the property tax system.

Work is performed independently in accordance with program or statutory guidelines, and is reviewed through reports and conferences with the Property Assessment Manager.

### **III. QUALIFICATIONS**

The qualifications required for this position 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 and 3 certification is mandatory upon appointment to this classification.

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