

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

PROPERTY ASSESSMENT PRACTICES SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions located within the Department of Revenue, Division of State and Local Finance, Bureau of Assessment Practices. Positions allocated to this series provide statewide program support for a large program function such as the assessor certification program or Wisconsin Property Assessment Manual development. 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.

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, for the majority of time, provide a broad spectrum of technical support to the Bureau of Equalization and the Bureau of Manufacturing and Telco Assessment. Positions maintain and revise Wisconsin Property Assessment Manuals; provide policy, legal, and legislative research to taxpayers, local assessors, and bureau staff; and provide support to the Property Assessment Chief Training Officer in the planning, coordinating, development and teaching of the Assessor Certification program.

C. Exclusions

1. Positions which spend the majority of the time performing equalization or manufacturing valuations and more appropriately classified as Property Assessment Specialist.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Classification Series

Employees enter positions within this classification series by competitive examination. Progression through the series is by reclassification.

II. DEFINITIONS

PROPERTY ASSESSMENT PRACTICES SPECIALIST

This is beginning progressing to responsible professional property assessment practices work in the Bureau of Assessment Practices. Positions attend classroom training on Wisconsin property tax law and administration, appraisal, legal descriptions and construction terminology; assist higher level specialists in: the establishment, administration and maintenance of uniform assessment standards; researching and writing the Wisconsin Property Assessment Manual; planning, coordinating and developing teaching curriculum; the delivery of instruction to assessment personnel in Wisconsin; assisting taxpayers; and providing services to the Bureaus, Division, and Department. Work is performed under close progressing to limited supervision.

PROPERTY ASSESSMENT PRACTICES SPECIALIST - JOURNEY

This is responsible professional property assessment practices work in the Bureau of Assessment Practices. The majority of the position's time is spent assisting and supporting municipalities and bureau staff in the establishment, administration and maintenance of uniform assessment standards; providing policy, legal and legislative research in the defense of assessment standards and policies; planning, coordinating and developing teaching curriculum; participating as an instructor at local assessor training seminars; and providing taxpayer assistance concerning assessment issues. Work is performed under general supervision.

PROPERTY ASSESSMENT PRACTICES SPECIALIST - SENIOR

This is advanced level professional property assessment practices work in the Bureau of Assessment Practices. Positions, for the majority of time, provide statewide program support for a large program function such as: the development and presentation of training programs for the assessor certification program; providing technical support to local assessors and the Equalization and Manufacturing and Telco Assessment Bureaus; or providing technical support to the Bureau through research and development in defense of assessment standards and policies. The work at this level differs from that of lower level specialists in the complexity and sensitivity of contacts. Positions function as a professional staff expert, providing judgmental guidance, analysis and monitoring in the application of technical standards, systems and procedures with minimal guidelines. Work is performed independently under general supervision.

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 within the first six-months of employment at the Property Assessment Specialist -Entry level as required by section 73.09(2) Wis. Stats.

IV. ADMINISTRATIVE INFORMATION

This classification specification was modified effective December 15, 2002 and announced to more accurately describe the duties and responsibilities assigned to these positions.

This classification series was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

WAM
01371