

Title: Supervisor of Assessments	
Date Completed: 7/10/2020	Work Location: 1208 Logan Ave, Belvidere, IL 61008
Status: Full-Time (37.5 hours/week)	Department: Assessments
FLSA: Exempt	Salary: \$70,000 to \$80,000, DOQ

SUMMARY:

The office of Supervisor of Assessments was created for the purpose of overseeing the assessment process for property tax purposes. The term of office shall be four (4) years from the date of appointment and until a successor is appointed and qualified. The employee in this class is responsible for directing the functions of the department as required by the Illinois Property Tax Code. Work requires significant understanding of legislation that impacts departmental activities and resources.

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Plans, supervises, and coordinates the functions of the Assessments and Board of Review Departments
- Recommends, hires and promotes, directs, and evaluates employment decisions for all assigned positions
- Provides annual instructions to Township Assessors according to statute and correlates their efforts
- Annually assemble all Assessors and their Deputies for consultation and instruct them in uniformity of their functions
- In the event a Township Assessor fails to perform his or her duties, the Supervisor of Assessments shall act as the primary assessor
- Maintain a detailed property record card system, including appraisals
- Prepare and maintain property owners' names and addresses
- Procure at regular intervals from the records maintained by the Recorder information relating to transfers of property
- Establish and maintain a Property Index Numbering (PIN) system. Such system shall cross reference legal descriptions and property addresses
- Complete the Property Transfer Declarations and forward to the Illinois Department of Revenue (IDOR)
- Assess all non-farm property at 33 1/3 percent of its fair cash value
- Annual recalculation and reassessment of farm land values
- Develop pro-rata valuations for improvements added or removed between January 1 and December 31 of each year
- Equalize the assessments by increasing or reducing the entire assessments of property in the County or any area therein or of any class of property so that the assessments will be at 33 1/3 percent of fair cash value
- Maintain the assessed valuation of property within the County between 31 1 /3 percent and 35 1/3 percent of total fair cash value so that the County shall receive from the State of Illinois 50 percent reimbursement of the Supervisor of Assessment's salary

- Value special properties in accordance with procedures as established by state law
- Value all large components of industrial machinery and equipment as real estate in accordance with the “like kind” provision of the Illinois Statutes
- Mail notice to each taxpayer whose assessment has been changed since the preceding year
- Cause to be published in a newspaper or newspapers in Boone County a list of assessments that have been added or changed, except for equalization, since the preceding year
- In a quadrennial year, cause to be published in a newspaper or newspapers in Boone County a full and complete list of all assessments by Township in the County. In addition to the publication, each taxpayer shall receive a mailed notice of the assessed valuation
- Administer applications and certificates of all non-homestead exemptions
- Establish and maintain assessments on non-homestead exempted property which are leased to another party
- Administer applications and recertification of homestead exemptions
- File the required forms with the IDOR
- Clerk of the Board of Review and the Advisory Farmland Assessment Review Committee
- Respond to and defend Board of Review action before the State Property Tax Appeal Board
- Issue Certificates of Error setting forth nature and cause of error for submission to Circuit Court for its approval
- Communicate with taxpayers, businesses, vendors, County and Township officials, the IDOR, and other stakeholders
- In addition to the County Board meetings as needed, attend County Board Committee of the Whole meetings as needed
- Edits the assessment roll and publishes the changes
- Supervises the collection of and analyzes real estate transfer declaration data to be used in sales ratio studies for level of assessment estimates and intra-county equalization
- Supervises the docketing, recording, and execution of all Board of Review actions including assessment revision petition decisions
- Functions as a member of the County’s management team to resolve issues and implement plans of action
- Makes quasi-judicial interpretations of the Illinois Property Tax Code
- Confers with State and local governmental agencies in property tax matters
- Consults with the County’s legal counsel in preparation of presentations before courts and boards
- Appears as an expert witness in court actions
- Maintains regular attendance and punctuality
- Assist the County Board and other taxing district boards in developing real estate tax abatements and real estate tax rebates as authorized by Tax Increment Finance (TIF) Districts and/or the Illinois Enterprise Zone Program
- Other duties as assigned

POSITION QUALIFICATIONS:

A Certified Illinois Assessing Official (CIAO) Certificate; or a Certified Assessment Evaluator Certificate; or a Member of the Appraisal Institute (MAI), Residential Member (RM), Senior Real Estate Analyst (SREA), Senior Real Property Analyst (SRPA) or Senior Residential Analyst (SRA) certification from the Appraisal Institute or its predecessor organizations.

Bachelor’s degree in accounting, business, finance, public administration, or a closely related field preferred; minimum two years of experience in the field of property sales, assessments, finance or

appraisals and must have passed an examination conducted by the Department of Revenue to determine his or her competence to hold the office.

As a condition of employment, Boone County Government conducts background investigations for all positions which may also include a review of credit report and/or driving record. A drug screen, physical, and/or psychological examination administered by a County-designated provider will be required for pre-determined positions.

Knowledge/Skills/Abilities:

- Researching capabilities related to ownership documentation and judicial rulings
- Expertise in the mass appraisal process and its application
- Expertise in the fee appraisal process
- Expertise in the Illinois Appraisal Manual and its application
- Working knowledge of existing State Statutes
- Analysis of proposed legislation and its effect locally
- Knowledge of accounting procedures
- Ability to use computer equipment and software including word processing, data base management, spreadsheet applications, and electronic mail

CERTIFICATES, LICENSES, REGISTRATIONS:

This position requires certification as Illinois Assessing Officer and/or other qualifications as prescribed by 35 ILCS 200/3-5.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand, kneel, talk, hear, see, and use fingers, hands, and arms as well as lift file boxes up to 25 pounds.

VALIDATION STATEMENT:

This position description is a valid statement of the job duties, responsibilities, and requirements of this position.