

(If not using the fillable form, please print in ink or type.)

APPLYING FOR EXAMINATION FOR:

ASSESSOR – CITY OR COUNTY

DEPUTY ASSESSOR – CITY OR COUNTY

When completed, return to **Administrator, Property Tax Division, Iowa Department of Revenue, PO Box 10469, Des Moines, Iowa 50306-0469**. Application must be *received* by the Department of Revenue **at least 3 days prior to the date of the examination**. It is the responsibility of each applicant to see that the application is timely received.

PERSONAL DATA

Name: _____

Street number or PO Box: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Do you need special accommodations to take an exam? Yes No

If yes, please explain what type of accommodations you need.

EDUCATIONAL DATA

HIGH SCHOOL

Name	Location	Dates of Attendance	Last Grade Completed	Did you graduate?	Date of Completion

High school equivalency certificate (GED)? Yes No

If yes, give date certificate issued: _____ Certificate issued by: _____

VOCATIONAL TRAINING (Business, Trade, Technical, Military Service)

Name	Location	Dates of Attendance	Credits Earned	Diploma or Certificate Title	Date of Completion

UNIVERSITY AND COLLEGE (Undergraduate, Graduate)

Name	Location	Dates of Attendance	Credits Earned	Degree Awarded	Field of Study	Date of Completion

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APPRAISAL EXPERIENCE

List all appraisal-related experience. If applying for the Assessor Exam you **MUST** also complete the Appraisal Experience portion of the Experience Record Form for each position involving appraisal-related experience.

Appraisal-related experience is only such experiences as may have been obtained through full-time paid employment consisting of the actual appraisal and valuation of property. The experience shall have included the physical inspection of property as part of the appraisal process and the setting of values for parcels of property.

Employer	Position	Location	Dates of employment

A completed application for an Assessor and/or Deputy Assessor examination must include the following:

- (1) Application form (2 pages)
- (2) Preliminary Education Requirements Worksheet (1 page)
- (3) Experience Record Form(s)
 - a. Deputy Assessor Exam Candidates – not required to fill out “Appraisal Experience” section, must include forms sufficient to account for last 10 years of employment
 - b. Assessor Exam Candidates – required to fill out “Appraisal Experience” section, must include forms sufficient to account for last 10 years of employment, including 2 full years of appraisal experience

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this application, and, to the best of my knowledge and belief, it is true, correct, and complete.

I understand that false statements on this application will disqualify me from taking the examination or from appointment as Assessor or Deputy Assessor in the State of Iowa.

I further understand that I must achieve a grade of at least 70 percent to be eligible for appointment.

Signature of exam applicant: _____ Date: _____

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PRELIMINARY EDUCATION REQUIREMENTS WORKSHEET

Preliminary education requirements are defined in Iowa Administrative Code rule 701 – 72.3.

Name of applicant: _____ Date: _____

The following is a list of Department approved courses/designations. Please check the course(s) or designation you are submitting to fulfill your preliminary education requirement. **You MUST provide proof of passing the course exam.**

Course(s) must be completed, including exam, within five years prior to taking the assessor or deputy assessor exam. Designations must be received/renewed within five years prior to taking the assessor or deputy assessor exam.

There are three ways to qualify. Complete Part I, II, or III below to qualify to take exams.

Part I

Approved Course/Designation	Sponsoring Organization	Date course taken	Course completed (✓)	Proof attached (✓)
Iowa Assessment and Taxation Review	Institute of Iowa Certified Assessors			

Part II Complete the Iowa Laws Course AND one of the options below.

Approved Course/Designation	Sponsoring Organization	Date course taken	Course completed (✓)	Proof attached (✓)
Iowa Laws Course	Iowa Department of Revenue			

Options: Complete either option a, b, c, or d.

Approved Course/Designation	Sponsoring Organization	Date course taken	Course completed (✓)	Proof attached (✓)
a. Course 101-Fundamentals of Real Property Appraisal	International Association of Assessing Officers			
b. Course 300-Fundamentals of Mass Appraisal	International Association of Assessing Officers			
c. Basic Appraisal Principles and Basic Appraisal Procedures	Appraisal Institute OR American Society of Farm Managers and Rural Appraisers			
	Appraisal Institute OR American Society of Farm Managers and Rural Appraisers			
d. Basic Appraisal Practices and Procedures	Iowa Department of Revenue			

Part III Current designation(s). Check all that apply and note date received or renewed:

- Iowa Certified Assessor (through Institute of Iowa Certified Assessors) Date: _____
- Certified Assessment Evaluator (through International Association of Assessing Officers)..... Date: _____
- Residential Evaluation Specialist (through International Association of Assessing Officers)..... Date: _____
- Member of Appraisal Institute (through Appraisal Institute) Date: _____
- Accredited Rural Appraiser (through American Society of Farm Managers & Rural Appraisers) .. Date: _____

One of the following courses must also be taken:

Approved Course/Designation	Sponsoring Organization	Date course taken	Course completed (✓)	Proof attached (✓)
Iowa Laws Course	Iowa Department of Revenue			
Iowa Assessment & Taxation Review	Institute of Iowa Certified Assessors			

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EXPERIENCE RECORD FORM

Instructions: Starting with your most current position, complete a form for each position held within a minimum of the last 10 years. Candidates for the Assessor exam must provide employment history necessary to verify 2 full years of appraisal experience. If your position or duties with an employer changed, list positions on separate forms and describe specific duties of each. An assessor or employer familiar with your appraisal experience must attest to such experience. Use more than one sheet, if needed.

Name of applicant: _____

Jurisdiction/Employer & state of employment: _____

Address of employer: _____

Title: _____ Full-time Part-time List %: _____

Dates of employment: from: _____ To: _____

Name and title of immediate supervisor: _____

Beginning salary/wage: \$ _____ Ending/Present salary/wage: \$ _____

Specific duties: _____

Reason for leaving: _____

Remarks: _____

APPRAISAL EXPERIENCE

Required for Assessor examination candidates

Percentage of work time devoted to appraisal, assessment, or mapping:	Staff appraisal: _____ %
	Review appraisal: _____ %
	Administration: _____ %
	Cadastral mapping: _____ %
	Mass appraisal: _____ %

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this document, and, to the best of my knowledge and belief, it is true, correct, and complete.

Signature of exam applicant: _____ Date: _____

To be completed and signed by Assessor or supervisor:

I, the undersigned, declare under penalties of perjury or false certificate, that I have examined this document, and, to the best of my knowledge and belief, it is true, correct, and complete, in regard to the applicant's appraisal experience.

Name of Assessor/Supervisor: _____ Jurisdiction/Title: _____

Signature: _____ Date: _____

PRELIMINARY EDUCATION REQUIREMENTS

As defined in Iowa Administrative Code section 701-72.3 there are 3 ways to qualify to take the assessor and or deputy assessor exam. You must have completed one of the numbered items below. The courses **MUST** have been taken and exam passed within the past 5 years.

1. Institute of Iowa Certified Assessors - Iowa Assessment and Taxation Review Course
Must have been taken within the past 5 years.

OR

2. Iowa Department of Revenue - Iowa Laws Course AND A or B or C or D
Must have been taken within the past 5 years.

- A. International Association of Assessing Officers - Course 101-Fundamentals of Real Property Appraisal
Or International Association of Assessing Officers - Course 300-Fundamentals of Mass Appraisal
One of these must have been taken within the past 5 years.

OR

- B. Appraisal Institute - Basic Appraisal Principles
AND Appraisal Institute - Basic Appraisal Procedures
Both must have been taken within the past 5 years.

OR

- C. American Society of Farm Managers & Rural Appraisers - Basic Appraisal Principles
AND American Society of Farm Managers & Rural Appraisers - Basic Appraisal Procedures
Both must have been taken within the past 5 years.

OR

3. Current Designation

- a. ICA – Institute of Iowa Certified Assessors sponsored (AND Iowa Department of Revenue Iowa Laws Course OR IICA Iowa Assessment and Taxation Review. **Taken within the past 5 years.**)
- b. CAE – International Association of Assessing Officers sponsored (AND Iowa Department of Revenue Iowa Laws Course OR IICA Iowa Assessment and Taxation Review. **Taken within the past 5 years.**)
- c. RES – International Association of Assessing Officers sponsored (AND Iowa Department of Revenue Iowa Laws Course OR IICA Iowa Assessment and Taxation Review. **Taken within the past 5 years.**)
- d. MAI – Appraisal Institute sponsored (AND Iowa Department of Revenue Iowa Laws Course OR IICA Iowa Assessment and Taxation Review. **Taken within the past 5 years.**)
- e. Accredited Rural Appraiser – American Society of Farm Managers & Rural Appraisers sponsored (AND Iowa Department of Revenue Iowa Laws Course OR IICA Iowa Assessment and Taxation Review. **Taken within the past 5 years.**)

If you have questions contact Carmen Putzier at 515-281-7836 or Carmen.putzier@iowa.gov

Ida COUNTY ASSESSOR'S OFFICE

IDA COUNTY ASSESSOR JOB DESCRIPTION

ROLE AND RESPONSIBILITIES

Under supervision of the *Ida* County Conference Board, the County Assessor serves as the department head for the County Assessor's office, by providing leadership and direction to staff. Also leads all appraisal operations/services for property taxation within the county. The County Assessor establishes goals, objectives, priorities, quality standards and procedures within the policy directives set by the *Ida* County Conference Board and the Iowa Department of Revenue, and in accordance with applicable state and local statutes and requirements of the appraisal profession. The assessor also interprets appraisal/assessment rules and regulations, as well as plans, organizes, and oversees the valuing of real property for tax purposes. The assessor plans and directs the discovery, listing, valuing and classifying of all taxable and exempt real property and any taxable personal property in *Ida* County to ensure that no property is overlooked and that the value and classification of all properties are equitable and proper.

The assessor shall devote full time to the duties of the Assessor's Office and shall not engage in any occupation or business interfering or inconsistent with such duties.

PUBLIC RELATIONS DUTIES:

- Works to build and establish relationships with other department heads and employees.
- Works with staff members to create positive working relationships with taxpayers and the general public that interacts with the office.
- Monitors and reviews ways to better serve the users of the Assessor's Office.

ESSENTIAL WORK, KNOWLEDGE, SKILLS, & ABILITIES

Essential Work:

- Causes to be assessed, in accordance with Iowa Code Section 441.21, all the property in the Assessor's jurisdiction, or the assessment of which is otherwise provided for by the law.
- Assume all responsibility over the office and its functions.
- Develops, implements, and enforces necessary procedures, rules, and all valuation standards per Iowa Code and Administrative Rules.
- Plans, supervises, and coordinates functions within the Assessor's Office.
- Oversees employees within the office and provides support and advice when needed.
- List all property subject to taxation and informs taxpayers of values and review assessment values.
- Confer with taxpayers in matters regarding their property valuation and investigate complaints.
- Discusses questions and concerns with state and local governments.
- Review market trends and data that affect real property values.
- Review various reports, documents, and forms associated with the office.
- Work with and follow guidelines set by Department of Revenue.
- Prepares the annual budget.
- Plans for and meets with Conference Board annually.
- Serves as liaison between the Assessor's Office and the County Board of Review.
- Appears as an expert witness in appeals, including: court actions and PAAB.

Knowledge Of:

- Iowa Code with emphasis on: 441, 421, 425-428, and Administrative Code 701.71-72.
- Functions relating to the Assessor's Office, as well as policies and procedures relating to the office.
- Principles and techniques of management and supervision.
- Working knowledge of Iowa Real Property Appraisal Manual.
- Comprehensive knowledge of all State Statutes regarding property taxation and the assessment process.

- Comprehensive knowledge of residential, agricultural, Industrial, and commercial property assessment.
- Comprehensive knowledge of building construction practices and of building and land values.
- Comprehensive knowledge of the plans, designs, and verification of data transfer procedures.
- Comprehensive and demonstrated knowledge of narrative appraisals.
- Comprehensive knowledge of organizational structure and agenda setting.
- County locations, roads, and landmarks.
- Extensive knowledge of personal computer systems, office software, and technical systems, including but not limited to, Computer Assisted Mass Appraisal (CAMA) System, Tax Software, GIS, Microsoft Office, Internet, copier/fax machine, and telephones.

Skills and Ability To:

- Effectively communicate and demonstrate required workplace behavior, integrity, and accuracy.
- Administrative skills, such as planning, assigning, directing, and supervising the work of others.
- Establish and maintain effective working relationships with the property owners, general public, government officials, and office employees.
- Deal with taxpayers in a constructive and appropriate manner.
- Communicate clearly and effectively, both orally and in writing, in a professional manner.
- Appraise real property.
- Understand plats, legal description, and parcel information.
- Produce and read a variety of professional, technical, and administrative documents and reports.
- Ability to utilize mathematical formulas and functions; Interpret results from formulas and analyses.

PHYSICAL AND MENTAL ABILITIES

- Display good judgement.
- Physically able to meet the demands of the job.
- Physical ability to lift articles, sometimes weighing up to 30 pounds, and carrying of objects weighing up to 30 pounds; pushing and/or pulling objects weighing up to 30 pounds.
- Heavy mobility; duties are usually performed by frequent walking and/or standing, kneeling, or squatting, relieved by lesser periods of sitting or operating a vehicle.
- Good vision is required, either uncorrected or corrected through the use of lens.
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and produce hand-written materials and notations.
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit all necessary properties for inspections, move throughout the office, or remain seated for a period of time.
- Inspections consist of reviewing buildings and/or improvements, interior and exterior, while in various stages of construction and weather conditions. Inspection may require, but not limited to, climbing stairs, steps, or ladders, entering crawl spaces and/or attic areas, crossing ditches or trenches, measuring exterior dimensions of improvements prior to back-filling the foundation or completion of final grading and landscaping, climbing fences and/or gates, traveling a considerable distance over rough terrain in various seasons.

REQUIREMENTS

Qualifications and Education Requirements:

- Must obtain certification, whether it be Regular or Temporary; Per Iowa Code 441.5-3, Only Individuals who possess a high school diploma or its equivalent and who have completed the preliminary education requirements are eligible and qualify to attempt the Iowa Department of Revenue Deputy Assessor Test.
- 701-72.4(441) Appraisal-related experience shall include only such experience as may have been obtained through full-time paid employment consisting of the actual appraisal and valuation of property. The experience shall have included the physical inspection of property as part of the appraisal process and the setting of values for parcels of property.
- Maintain state certification by successfully completing continuing education courses.
 - o 150 Credit Hours every 6 years; 90 Credit Hours that have been tested; 60 Credit Hours that have been non-tested.

Preferred Skills:

- High school diploma or equivalent.
- Extensive training in each phase of the assessment process.
- Minimum of 3 years' experience within the Assessor's Office or equivalent training, experience, and courses.

Additional Notes:

- Must possess a real and valid driver's license.
- Proof of automobile insurance at all times.
- Must pass background check, physical examination, and drug testing.
- Attend necessary conference and education sessions; overnight stays may be required.

This job description is general in nature and is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the position.

IDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date

Employee's Name (please print)

Conference Board Chair Signature

Date