

ASSESSMENT APPEALS DIRECTOR

Recruitment #1909-5391-001

List Type	Original
Requesting Department	ASSESSORS OFFICE
Open Date	9/27/2019 1:45:00 PM
Filing Deadline	10/18/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.



PURPOSE

The Assessment Appeals Director manages all property tax assessment appeals and related lawsuits, working closely with senior managers and the Office of the City Attorney to effectuate successful processing of cases. The Assessment Appeals Director provides supervision, training, and expertise for managers and appraisers.

ESSENTIAL FUNCTIONS

- Draft appraisal reports for high exposure cases such as those involving complex commercial properties and high dollar claims, and testify at depositions and court hearings.
- Develop and maintain a sound, defensible, and consistent policy and approach for appraisal litigation in the City of Milwaukee Assessor's Office by staying current with legislation and determining impact on litigation, evaluating caseload and type of cases, adjusting Assessor's Office practice accordingly, and communicating standards and practices throughout the Assessor's Office.
- Manage all assessment appeals.
- When appeals become lawsuits, work closely with senior managers, appraisers, and assistant city attorneys to successfully process cases, including creating and managing proper work file documentation for each case and assisting counsel with responding to written discovery. Manage subpoenas sent out from the Board of Review (BOR), as drafted by appraisers.

- Work with the Office of the City Attorney and appraisers for depositions and discovery requests.
- Ensure appraisal reports for circuit court are properly prepared prior to presentation to the Office of the City Attorney. Coordinate expert witnesses for hearings and trials.
- Serve as a resource for appraisers relative to appeals, including training appraisers in the creation of appraisal reports for BOR, training them for BOR presentations, and preparing them for BOR hearings.
- Create and maintain case reference materials to be shared with all appraisers. Annually create cap rate studies for the valuation of special mercantile property groups.
- Perform mass appraisal duties for properties as assigned by the Chief Assessor.
- Perform assessments in certain Special Mercantile (SME) and Local Mercantile (MER) neighborhoods as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Work beyond normal business hours on occasion to meet the needs of the Assessor's Office.
- Position requires light physical activity, including stooping, crouching, and lifting up to 10 pounds.

MINIMUM REQUIREMENTS

- Bachelor's degree in real estate, architecture, economics, finance, business administration, or a closely-related field from an accredited college or university.
- Five years of commercial valuation experience, including significant experience defending property values, writing commercial narrative appraisals, and managing projects.
- State of Wisconsin Department of Revenue Assessor 2 Certification within three months of appointment.
- Valid driver's license at time of appointment and throughout employment, plus availability of a properly-insured personal vehicle for use on the job at time of appointment and throughout employment (**mileage reimbursement provided, pending approval at the Finance and Personnel Committee Meeting on October 30, 2019*).

Equivalent combinations of education and experience may be considered.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

DESIRABLE QUALIFICATIONS

- International Association of Assessing Officers (IAAO) Certified Assessment Evaluator (CAE) or a comparable valuation designation.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of building and construction practices and principles.
- Knowledge of property appraisal principles and Wisconsin case law pertaining to property assessments.
- Knowledge of mathematics, finance, and economics principles.
- Ability to read and interpret complex work-related materials such as state statutes, the Wisconsin Property Assessment Manual (WPAM), and the Uniform Standards in Professional Appraisal Practice (USPAP).
- Superior written communication skills to be able to prepare well-crafted and error-free correspondence, appraisal reports, case reference materials, and training materials.
- Oral communication, presentation, training, and facilitation skills in order to represent the Assessor's Office effectively before various audiences, facilitate meetings, provide in-house training related to appeals and litigation, and prepare witnesses to present testimony.
- Interpersonal and customer service skills to be able to work effectively with staff, City attorneys, elected officials, representatives of other agencies, and the public.
- Ability to work cooperatively with people whose backgrounds may differ from one's own.
- Ability to effectively supervise, motivate, and coach staff members, adhering to principles of teamwork such as participation, shared responsibility, open communication, and mutual support.
- Proficiency using mass appraisal computer applications as well as word processing and spreadsheet programs.
- Planning skills to be able to manage and complete multiple assignments in a timely manner and adjust to changing priorities.
- Organizational skills to be able to create and manage work file documentation for each case.
- Analytical and problem-solving skills to be able to identify and satisfactorily resolve appeals-related issues.
- Decision-making ability and sound judgment to be able to provide good counsel to others pertaining to appeals and cases.
- Ability to exemplify professionalism, positivity, honesty, integrity, and proper stewardship of City resources.

CURRENT SALARY

The current salary range (1JX) is \$95,800.12-\$112,626.80, and the resident incentive salary range for City of Milwaukee residents is \$98,674.16-\$116,005.50. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan

- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/Benefits2019#.XBrIQE2ot6A>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Assessor's Office reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Friday, October 18, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO = 104

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.