

# State Tax Commission of Missouri

## JOB OPPORTUNITY

**Position:** Appraisal and Assessment Supervisor/Specialist

**Responsibilities:** This is senior-level technical and supervisory position with the Missouri State Tax Commission who works predominately with field staff providing assistance, statistical analysis, and monitoring of county assessor offices in the State of Missouri. May assist in coordinating and reviewing the assignments of a field staff responsible for performing residential/agricultural or commercial property appraisals in an assigned geographic region of the state. Ensures projects are completed on time. Reports regularly to Local Assistance Management, maintains home office, and is readily available to all staff as needed during business hours. Special assignments are done in a reasonable time frame. Contacts are developed and maintained to help solve assessment/appraisal problems. Be able to present assessment knowledge in a formal hearing, court case, or other public forum in a concise manner.

**Requirements:** Must have a valid Missouri driver's license, be able to travel extensively, including overnight travel, possess good organizational and self-motivational skills, be proficient with the use of computers, including knowledge of county CAMA systems, Assessment Maintenance Plans, County Budgets, and various cost systems utilized throughout the state, must have high speed internet from a home office setting, and be capable of making independent decisions. Successfully completes formal training sessions or fulfills prescribed continuing education requirements comparable to a General Certified appraiser. Have a sufficient understanding of mass appraisal and assessment practices. Use of personal vehicle for state business may be required.

### Following Qualifications Preferred:

1. Missouri Certified Real Estate Appraiser, General Certification.
2. Experience as an Appraisal and Assessment Representative or Senior Appraisal and Assessment Representative within the Missouri Uniform Classification and Pay System.
3. Experience/knowledge of a county assessor's office working with property assessment records, maps, and/or other related materials; or experience in residential, agricultural, or commercial appraisal work, land surveying, drafting, engineering, architecture, mortgage lending, auditing, real estate, property insurance, construction inspection.

**Salary:** Pay Grade G12

**Application Process:** Please apply on-line at <https://mocarers.mo.gov/hiretrue/mo/mocarers/index.html>. All applications/resumes must be received no later than July 23, 2021.

**Affirmative Action/Equal Opportunity Employer**