

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Personal Property Appraisal Manager

**CLASS CODE:** 1415

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents plan, manage and supervise personal property appraisers, reporting and record keeping.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level managerial classification in the Fiscal Series – Personal Property Assessment Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for planning, managing and supervising all phases of personal property appraisal for tax assessment.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs. Reviews proposed statutes for possible impact on assessment process.

Prepares documentation for Board of Equalization or State Tax Commission appeals. Defends assessments and documentation to Board or Commission. Testifies in court cases and in depositions regarding value/assessments.

Reviews complex and unique business accounts and locally assessed railroad and utility personal property.

Interprets state statutes and other legal documents related to personal property assessments.

Prepares data for State Tax Commission for referral to State Auditor. Provides data for Assessor's bi-annual maintenance plan.

Prepares assessment penalty relief requests to the Comptroller. Processes bill cancellations and adjustments for probate and bankruptcy cases.

Assists revising personal property tax declarations and related forms to make compliance and comprehension simpler.

Researches and recommends personal property tax techniques and/or automated methods.

Maintains assessment records and all subsidiary records and reports.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systemize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

### **Human Interaction:**

Requires the ability to manage and direct a large group of employees, including first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as motor vehicle, microfiche reader, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier, and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as summary reports, tax returns, field appraisal reports, Tax Commission orders, probate/bankruptcy requests, job applications, attendance records, job applications/resumes, job descriptions, personnel policies, appraisal/assessment forms, spreadsheets, City Charter, ordinances, appraisal manual, depreciation schedules, plats, maps, statutes, procedures, guidelines and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; perform mathematical operations with fractions; develop and interpret descriptive statistical reports.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

**Environmental Factors:**

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five (5) to ten (10) pounds. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks to perform field audits and communicate with others. Ability to sustain prolonged visual concentration.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.