

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Board of Revision Representative	<u>CLASS NUMBER:</u> 10255	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N15	<u>POSITION CONTROL #:</u> 010016
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy County Administrator (010005)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Board of Revision (BOR) Representative is to function as a hearing officer for the Franklin County Board of Commissioners’ president on all appeals to property tax valuations. The classification requires researching and reviewing testimony and evidence presented by the property owners as complaints to the board.

JOB DUTIES:

Function as a hearing officer for the Franklin County Board of Commissioners’ President on all appeals to property tax valuations. Research and review testimony and evidence presented by the property owners as complaints to the board. Research properties for upcoming BOR hearings. Hear evidence and testimony presented by parties to complaints before the BOR. Review the evidence and testimony along with research found in order to make a decision. Research and reviews all incoming penalty remission forms and rental registration late file forms. Prepare agendas for the BOR to review and make decisions on refunding any monies due back. Research and respond to inquiries and complaints from taxpayers regarding valuation issues. Perform onsite property evaluations when needed.

Act as a backup to the Clerk to the Board of Commissioners in the event the Clerk and Deputy Clerk are unavailable or upon request. This includes but is not limited to receiving and reviewing proposed resolutions and supporting materials; preparing and obtaining approval for the Board of Commissioners’ weekly agenda; facilitating and recording public meetings; circulating documents for approved signatures; copying, scanning, distributing and filing of completed resolutions; and assisting with the administration of Board of Commissioners appointments to boards, commissions and other entities. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; human relations; agency policy and procedures; government structure and process. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; use proper research methods in gathering data; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED with three (3) years of real estate experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date