

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

CLASSIFICATION TITLE: Sr. Board of Revision Representative	CLASS NUMBER: 10255.1	FLSA: Non-Exempt
AGENCY/DIVISION: Board of Commissioners	JOB TYPE: Full Time, Unclassified	PROBATION PERIOD: N/A
BARGAINING UNIT: Non-Bargaining	PAY GRADE: N16	POSITION CONTROL #: 011010
POSITION LOCATION: 373 S. High St., 26 th FL., Columbus, OH 43215	TYPICAL WORK SCHEDULE: Monday – Friday 8:00 AM – 5:00 PM	SUPERVISOR (PCN): Deputy County Administrator (011001)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:		

CLASSIFICATION PURPOSE:

The primary purpose of the Senior Board of Revision (BOR) Representative is to function as a senior hearing officer for all appeals to property tax valuations. Research and review the most complex testimony and evidence presented by the property owners as complaints to the Board. Must have a high level of expertise and volume of complex hearings (e.g. commercial and industrial). May prepare the majority of the 23A penalty remission forms and the “no hear” cases.

JOB DUTIES:

Function as a hearing officer for all appeals to property tax valuations. Require researching and reviewing testimony and evidence presented by the property owners as complaints to the board. Research and evaluate properties for upcoming Board of Revision 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. Make decision on “no hear” cases, based on information submitted by property owner. Primarily prepare 23A penalty remission forms.

Research and review all incoming penalty remission forms and rental registration late file forms. Prepare agendas for the BOR to review and make decisions on refunding monies due back. Provide information and procedures on evaluation process. Responsible to record hearing decisions.

Perform related duties as assigned by the board and county administrator. Research and respond to inquiries and complaints from taxpayers regarding valuation issues. Perform onsite property evaluations, as needed. Assume duties as chairman or secretary to preside over meetings when necessary. 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:

Associates degree in real estate or business administration with five (5) years of real estate experience; or any equivalent combination of training and 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

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date: _____