



## **Personal Property Manager Maricopa County Assessor – Phoenix, Arizona**

A dynamic government organization in downtown Phoenix is looking to hire a Personal Property Manager to serve the citizens of Maricopa County.

The Maricopa County Assessor's Office is looking for an individual with a high degree of knowledge in the principles, practices and theories used in property appraisal and valuation. You will direct the valuation and audit of all personal property in compliance with statutory regulations and deadlines. Personal property includes equipment and supplies on-site in commercial properties in Maricopa County, or equipment used by or leased in the conduct of business. The valuation of mobile homes is also included in personal property. Audit and on-site review of all personal property is also directed by this position.

You will ensure the fair and equitable valuation of personal property and property consistent with statutory guidelines and deadlines. As a manager, you will not only have a staff of Appraisers, Auditors and Support Staff, you will also provide guidance establishing best practices in Personal Property. As well, you will be a member of the Assessor's Leadership Team.

In this position you will have the opportunity to direct the Personal Property operations to connect with business owners and operators across the Valley. The Assessor's Office has outreach as a priority, and that means above and beyond the capture and valuation of Personal Property. You will be expected to find innovative ways to organizationally and personally create effective relationships with the business community.

As the ideal candidate, you will possess a Bachelor's Degree or four years experience in real estate, real or personal property appraisal, construction or related field, or any combination of the above totaling four years. In addition to the above requirement, a minimum of five years operations experience preferably in an ad valorem appraisal or related real estate environment. A minimum of two years experience as a supervisor or manager required, not necessarily acquired in appraisal.

An appraisal designation from a nationally recognized appraisal organization may substitute for the Bachelor's Degree or equivalent experience. In one year you must successfully pass Arizona Department of Revenue Appraisal Level I certification and then in 18 months you will complete Level II certification.

The hiring salary range is \$59,800 – \$77,900, plus a full range of excellent, highly competitive benefits. For a full listing of the requirements and to be considered for the Personal Property Manager position, please apply on-line at the Maricopa County official job site.

<http://www.maricopa.gov>