



CUYAHOGA COUNTY ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

Board of Revision Hearing Officer (Unclassified)

Cuyahoga County Board of Revision

Location: 1219 Ontario Street
Cleveland, OH 44113

Salary: \$53,726.40 - \$64,459.20

Hourly Rate: \$25.83 - \$30.99

Reports to: Administrator of Board of Revision

Hours: 8:30 AM – 4:30 PM

Monday – Friday

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.

REQUIREMENTS: Associate's degree in business administration or related field with three years of administrative experience; or any equivalent combination of training and experience. Must have completed Basics of Appraisal coursework.

COUNTY CHARTER STIPULATION: "There shall be one or more Boards of Revision, each consisting of three electors of the County. Two members of each board, who shall not be of the same political party, shall be appointed by the Council, and one member shall be appointed by the County Executive, each for a term of three years." THIS POSTING IS TO FILL THE BALANCE OF A COUNCIL APPOINTED TERM EXPIRING ON 05/09/2014 FOR A NON-DEMOCRAT CANDIDATE.

This is an unclassified position. Successful candidates serve at the pleasure of the County Executive, pursuant to Section 2.03(2) of the County Charter, and of the County Council as the appointing authority.

RESPONSIBILITIES: Conducts all duties required of hearing officers by general law. Prepares and reviews real estate information for Board of Revision hearings including residential, agricultural, commercial and industrial. Reviews nature and reason for real estate valuation dispute. Reviews appraisals, computer generated valuation reports, pleadings, briefs, comparable sales data, income based valuation data and other related information. Participates in Board of Revision hearings. Solicits testimony from complainants/attorneys to clarify nature and rationale for real estate valuation dispute. May conduct further research on complaints. Votes to increase, decrease or preserve the current real estate valuation. Communicates final decision to complainants. Must take a minimum of 14 Certified Residential Appraiser continuing education hours valid in the State of Ohio every two (2) years.

APPLICATION PROCEDURE: Please complete an on-line profile. Applications and résumés will only be accepted through the on-line process.

Applications must be received by 4:30 pm, October 5, 2012

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Department of Human Resources/ADA Coordinator at (216) 443-7190.

Equal Opportunity Employer – Smoke-free and Drug-free Workplace.

Visit our website: www.cuyahogacounty.us

Posted: 09/21/2012