

SUBJECT: Rule 3.12; Appraisal Manager to be Named in Reappraisal Plan

DESCRIPTION: Language was added to this section that “No reappraisal plan will be approved that designates the county assessor as the Manager.”

PUBLIC COMMENT: The department did not hold a public hearing. They did not receive any public comments.

The proposed effective date is September 15, 2012.

CONTROVERSY: This is not expected to be controversial.

FINANCIAL IMPACT: There is no financial impact.

LEGAL AUTHORIZATION: Arkansas Code § 26-26-1905 authorizes the Assessment Coordination Department to develop and implement reappraisal procedures to be followed by counties. The department may develop rules relating to training, experience, and testing requirements for determining whether a person is qualified to manage a reappraisal. The department shall follow preestablished department rules to determine whether a reappraisal plan is approved or rejected.

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RULE 3.12

APPRAISAL MANAGER TO BE NAMED IN REAPPRAISAL PLAN

Each reappraisal plan will name a specific person as the Appraisal Manager, hereafter referred to as Manager. No reappraisal plan will be approved that designates the county assessor as the Manager. The Manager has overall responsibility for the reappraisal. He or she shall be knowledgeable of and responsible for all aspects of the Reappraisal Plan (Plan). He or she shall assure that all applicable state laws, rules and regulations concerning reappraisals are followed.

A Manager may not delegate his or her responsibilities as a Manager in a county. To this end, in instances where a Manager is responsible for more than one county, he or she shall be present in each county as needed. When ACD auditors are working in a county the Manager should be physically present or available to be called when auditors wish to make an inquiry about the reappraisal.

A Manager is responsible for: seeing that personnel working under his or her supervision have the training and experience necessary to properly do the work assigned; for supervising the work of personnel working under him or her; for reviewing the work product of personnel working under his or her supervision.

Any violation of law or ACD rules, as well as deviation from sound assessment practices by an employee, as specified in ACD Rule 3.30, shall be reported by the Manager to the county assessor and ACD Field Operations Manager within (60) days from the occurrence.

Violation of any provision of this rule shall cause the Manager to be subject to disciplinary actions, which may include revocation of the Manager's designation by the Department.

Adopted 10/01/99
Amended 12/20/06
Amended _____