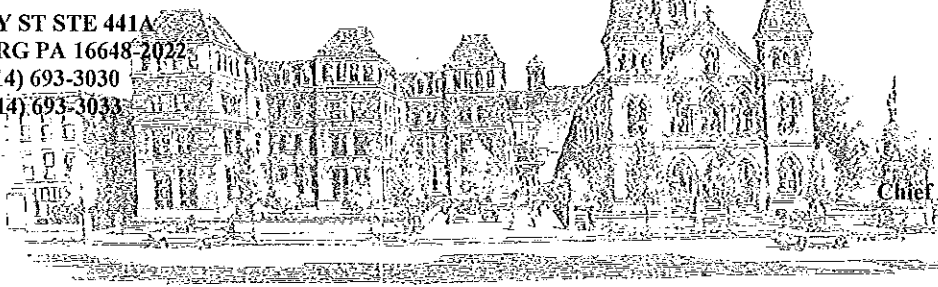


# COUNTY of BLAIR

## OFFICE OF THE COMMISSIONERS

COURT HOUSE  
423 ALLEGHENY ST STE 441A  
HOLLIDAYSBURG PA 16648-2022  
TELEPHONE (814) 693-3030  
FAX NO. (814) 693-3033



BRUCE R. ERB  
Chairman  
LAURA O. BURKE  
Vice-Chairman  
AMY E. WEBSTER  
Secretary  
NICOLE M. HEMMINGER  
Chief Clerk/County Administrator  
NATHAN W. KARN, SR.  
Solicitor

### EMPLOYMENT APPLICATION

### BOARD OF ASSESSMENT APPEALS

PLEASE PRINT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

PHONE: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_  
(E-mail address will be used for contact purposes only and will not be given out to public)

PLACE OF BUSINESS: \_\_\_\_\_ OCCUPATION: \_\_\_\_\_

PROFESSIONAL/COMMUNITY ACTIVITIES: \_\_\_\_\_

SPECIAL INTEREST(S): \_\_\_\_\_

PROFESSIONAL REFERENCES: (Please include name and phone number for three individuals.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please return this Employment Application and a concise, one-page resume, including any relevant real estate valuation experience by December 1, 2021, to the Commissioners' Office, Attn: Nicole Hemminger, 423 Allegheny Street, Suite 441A, Hollidaysburg, PA, 16648, Phone: 814-693-3030, Fax: 814-693-3033, E-mail to [Commissionerstaff@blairco.org](mailto:Commissionerstaff@blairco.org)

**Note:** As an applicant for appointment, this information will be made available to the press and public. The County of Blair exercises equal opportunity. See the reverse side for additional information.

APPLICATIONS WILL BE REMAIN ON FILE FOR TWO (2) YEARS FROM DATE OF FILING. APPLICATIONS WILL BE REMOVED FROM THE POTENTIAL FILE OF APPLICATIONS IF APPOINTED TO THE BOARD OF ASSESSMENT APPEALS.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Board of Assessment Appeal educational and meeting requirements:**

- 3 required education classes at 3 hours each (potentially at a location with overnight stay) for a total of 9 hours of education for each board member. This is a first-year requirement for all newly appointed members
- 12 monthly meetings, less than one hour per meeting, scheduled the third Wednesday of every month in the Blair County Courthouse at 10:00 AM.
- 20 (estimate) full days needed for spring and fall appeal hearings throughout the year. Spring hearings usually take place in April or May for change of assessment notice appeals (generally 2 to 4 days needed for the spring session). Fall hearings usually take place in August, September, and October for annual appeals filed by August 1 of each year (days needed for the fall session greatly vary depending on the number of appeals filed).

# Board of Assessment Appeals

**Term:** Members of the Board shall be appointed by the county commissioners to serve for a term of two or four years. Vacancies on the Board shall be filled by appointment for the unexpired terms.

**Salary:** Compensation shall be fixed by Salary Board.

## Role of Board Members:

The primary purpose of this position is to hear and determine assessment appeals for Blair County in accordance with the Consolidated County Assessment Law as codified in 53 Pa. C.S. §§ 8801-8868 and all rules and regulations approved by the county.

## Essential Duties:

1. Adopt regulations for the Board of Assessment Appeals and auxiliary appeal boards, subject to the approval of the commissioners.
2. Hear appeals, administer oaths to witnesses, and determine the market value of the property while maintaining uniformity/equalization of the property to other similar properties in the area or neighborhood.
3. Apply the predetermined ratio or common level ratio to assessed values as applicable.
4. Certify the assessment roll on or before November 15 to each taxing district within the county.
5. Prepare annually and submit to the commissioners an estimate of the expense to be incurred incidental to the carrying out of duties and responsibilities of the Board.

## Requirements:

1. Must be a resident of Blair County.
2. High school diploma or equivalent required with five to seven years of professional experience; or any equivalent combination of acceptable training, experience, and/or higher education degree.
3. Must be in good standing within the community and possess a high level of integrity.
4. Must complete required training as established by the County Commissioners' Association of Pennsylvania within six months of appointment. Training includes the following:
  - a. Three (3) hours of training on the assessment valuation process. *(Note: This requirement is waived for any member who holds an inactive Certified Pennsylvania Evaluator certification.)*
  - b. Three (3) hours of training on the legal and constitutional issues relating to the assessment process and the duties and responsibilities of Board members
  - c. Three (3) hours of training on real estate exemptions

### **Knowledge, Skills, and Abilities:**

1. Must be able to pay close attention to details and deliberate fairly without bias or advocacy for property owners or affected taxing districts.
2. Must have the ability to work effectively with other Board members, the chief assessor, and other designated County representatives.
3. Must have the ability to review, classify, categorize, prioritize, and/or analyze data.
4. Must have the ability to maintain confidentiality relating to property information and department records where applicable.
5. Must have the ability to explain/interpret assessment/appraisal procedures and to interact with the public in an appropriate and effective manner.

### **Physical Requirements\*:**

1. **Sitting:** Remaining in the seated position for extended periods
2. **Reaching:** Extending hand(s) and arm(s) to receive and/or review information presented at hearings
3. **Handling:** Seizing, holding, grasping, turning, or otherwise working with hand(s) to review evidence and documentation presented
4. **Talking:** Expressing or exchanging ideas by means of the spoken word to impart oral information to other Board members or to the public and to convey detailed spoken instructions accurately
5. **Hearing:** Perceiving the nature of sounds by ear to facilitate hearings
6. **Seeing:** Vision requiring varying focus, distinguishing colors, and long periods  
Reading a computer monitor
7. **Dexterity:** Manual dexterity necessary for data entry, typing, filing, and handwriting
8. **Strength:** Strength necessary to lift and carry 10 pounds
9. **Environment:** Works primarily indoors, with normal amounts of noise, adequate lighting and ventilation, and occasional mobility among locations within Blair County

### **Additional Information:**

Select members will fill vacancies on the Board starting on January 1, 2022, through December 31, 2023, (for a two-year term) or December 31, 2025 (for a four-year term).

This description does not imply that these are the only duties to be performed. Members occupying this position will be required to follow any other related instructions and to perform any other related duties. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of Blair County.

*\*The physical demands and work environment described here are representative of those that must be met by a board member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*