



Director: Courtney M. Kay-Decker
Hoover State Office Building
Des Moines, Iowa 50319
<https://tax.iowa.gov>

Iowa Department of Revenue

September 1, 2016

To: All Assessors, Auditors, and Conference Board Chairpersons

Assessor and Deputy Assessor Examinations

Dates

The deputy assessor examination will be held on Saturday, October 8, 2016. The assessor examination will be held on Saturday, October 15, 2016.

Location

Both examinations will be located at: 4th Floor Conference Rooms
Hoover State Office Building
1305 E. Walnut Street
Des Moines, Iowa 50319

Notice of Examination and Press Release

We have enclosed a Notice of Examination for assessor and deputy assessor and a copy of a press release. You should post a copy of the notice in the courthouse or city hall. Please make the press release available to your local news media.

Application

An application must be filed with our Department in order to take these examinations. Applications should be made available by the assessor and auditor. The application and study material can be found on our Website <https://tax.iowa.gov> under Local Government, Exam Information. Please do not send applications by overnight mail, or FedEx.

Unable to Attend

If an application is submitted but someone is unable to attend they should contact Carmen Putzier as soon as possible or at least by 3:30 Friday, the day before the exam. If it is not known until the day of the exam that they will be unable to attend they should call and leave Carmen a voice mail message prior to 7:00 a.m. Saturday morning.

Questions

If you have questions, need to discuss sending in your application, or are unable to attend the exam please contact Carmen Putzier at (515) 281-7836 or Carmen.Putzier@iowa.gov

IOWA DEPARTMENT OF REVENUE

NOTICE OF EXAMINATIONS FOR

ASSESSOR AND DEPUTY ASSESSOR

The Director of Revenue of the State of Iowa has scheduled examinations for the positions of assessor and deputy assessor at the location and times specified below.

DATE: Deputy Assessor Examination – October 8, 2016
Assessor Examination – October 15, 2016

LOCATION: Hoover State Office Building
4th Floor Conference Room
1305 E. Walnut Street
Des Moines, Iowa

TIME: 8:30 a.m.

APPLICATIONS: Applications may be obtained from the offices of county auditor, or county and city assessor. An application and study material can be found on our Website <https://tax.iowa.gov> under Local Government, Exam Information.

NOTE: The Department of Revenue-Property Tax Division must receive applications at least 3 days prior to the date of the examination. Late applications will not be accepted. Please do not send applications by overnight mail or FedEx. Applicants should call to verify that their application was received at least 3 days prior to the date of the examination. If you have questions or need to discuss sending in your application contact Carmen Putzier at (515) 281-7836.

If an application is submitted but you are unable to attend please contact Carmen Putzier by 3:30 Friday, the day before the exam. If you do not know until the day of the exam that you will be unable to attend please call and leave Carmen a voice mail message prior to 7:00 a.m. Saturday morning.

MAIL APPLICATIONS TO:

Administrator
Property Tax Division
Iowa Department of Revenue
PO Box 10469
Des Moines, Iowa 50306-0469

SEPTEMBER 1, 2016
IMMEDIATE RELEASE
Contact: Carmen Putzier at
(515) 281-7836

ASSESSOR TEST DATES SET

Statewide examinations for the positions of deputy assessor and assessor have been scheduled for October, according to Courtney M. Kay-Decker, Director of the Iowa Department of Revenue. The examination for deputy assessor will be held Saturday, October 8, 2016, and the examination for assessor will be held Saturday, October 15, 2016. Both exams will be conducted at 8:30 a.m. in the fourth floor conference room of the Hoover State Office Building in Des Moines.

Under Iowa law, a person wishing to become eligible for appointment as an assessor or as a deputy assessor must successfully complete an examination and be certified by the Director of the Department of Revenue. Local officials can appoint only those persons certified by the Director of Revenue.

Applications for the examination may be obtained from city and county assessors, county auditors, or from the Department of Revenue - Property Tax Division.

Director Kay-Decker said, "Our Property Tax Division must receive applications at least three days before the examination. I encourage interested persons to submit their applications as soon as possible."

The examinations are given approximately every six months.