

Support Staff Level I Development

Requirements

1. All support staff in the Tax Assessor, Tax Collector, Revenue Commissioner, License Commissioner, and the Jefferson County Board of Equalization are eligible to participate.
2. Three years' experience in which the participant performs the full range of activities applicable to the office in which they are employed.
3. Successful completion of a minimum of 80 hours of approved coursework.

Coursework Requirements

Two courses are required:

- Introduction to Property Tax Administration
- Introduction to the Licensing Process or Real and Personal Property Calculations or Introduction to Mapping

Remaining courses may be selected from additional Property Tax Education Courses.

A total of 80 course work hours must be completed prior to certification.