

# Tax Administration in North Carolina Course

North Carolina Department of Revenue

Presented by the  
Property Tax Section of the  
Local Government Division

# Introduction to the Course

- Our goal was to develop a week-long course designed to provide a comprehensive review of all aspects of a NC Tax Administrator's job.
- We hope this course is a useful preparation for new assessors or administrators, for assistants, and for anyone else who wants to better understand the overall administration of the property tax in North Carolina.

# Presenters

For this week long course you will have several speakers. This done so that the subject for specific areas can be covered in greater detail.

# Certification by NC DOR or Designation with IAAO

- If you are looking to be certified or eligible to be certified as an assessor, under 105-294, this is the course required by NC DOR.
- If you are looking to acquire your designation from IAAO you will need to take Course 400—Assessment Administration.

\*Our office for the year of 2014 will take either class for an assessor to be certified. After 2014 you will have to take this course to work toward certification as an assessor.

# This course will cover such topics

as:

- Registered Motor Vehicles
- Real/Personal Property
- Compliance Reviews
- Public Relations
- Taxpayer Notifications
- Technology
- Collections
- Office Administration
- Budgeting
- Public Service Companies
- Reappraisal
- Appeals
- Collections
- Required Reports
- Exemptions/Exclusions
- Discovery/Immaterial Irregularities
- Public Records
- Present-Use Value
- Land Records, Mapping &GIS
- Certification and Cont. Ed.
- Powers & Duties:
  - Assessor
  - Collector
  - DOR
  - PTC, etc.

# Exam

- On Friday, a three hour exam will be given covering many of the topics covered during the week.
- A passing score of 70 is required to pass the course.

# Feedback

- At the end of this course, we'd like to get your evaluation of the course, as well as comments on how this course can be improved.
- We want to make sure we're delivering a relevant course which fills a gap in current offerings.
- Please be as critical as you'd like—we can take it!