

International Association of Assessing Officers

Course 400 Assessment Administration

Course 400 provides fundamental management concepts for management and supervisory personnel in the assessor's office. The course begins by emphasizing the need for management, and the various roles placed on the assessor and all supervisory personnel. The course then introduces the four major management functions (planning, organizing, directing, and controlling). Although the four functions are interrelated, a separate chapter is devoted to each one.

This course provides instruction on how to run the assessor's office and conduct annual reassessments.

Text: Assessment Administration

**Class Meeting Dates:
February 19 - 23**

**Monday – Thursday
Time: 8:30 – 5:00 PM
Lunch 12-1 (on your own)
Friday 8:30 – Noon**

INSTRUCTOR- SCOTT WINTER, CAE
*Assessment Div. Manager, City of Milwaukee
*Certified General Appraiser

NJ CTA CEU applied for 30 hours

Following the IAAO mission, the NJ-IAAO offers educational opportunities such as this *Assessment Administration* course. In addition, it sponsors its *Tax Appeal 2018 seminar to be held March 8, 2018* at the Forsgate Country Club and provides other educational opportunities.

Through quality education, our Chapter plans to assist both candidates seeking the various designations available from IAAO and Assessors and Appraisers in professional development and fulfillment of recertification requirements.

NJ IAAO
c/o George R Brown Treasurer
P.O. Box 551
Cape May CH, NJ 08210-0551

**New Jersey
Chapter
International
Association
Assessing
Officers**



Mission Statement

IAAO is a global community of mass appraisal experts who promote excellence in property appraisal, assessment administration and property tax policy through professional development, research and standards.

IAAO - Course 400

Assessment Administration

REGISTRATION

Course Location:

CLASS LOCATION:

Sheraton Hotel - Atlantic City, NJ
Two Convention Blvd
Atlantic City, NJ 08401

At the base of the Atlantic City Expressway follow the signs for Convention Hall. The hotel is across from the main entrance to the Convention Center. Parking for the Sheraton is under Convention Hall.

HOTEL ACCOMMODATIONS at the Sheraton

The Hotel rate is dependent on the number of rooms that are sold. Our base rate is \$118 not including sales and occupancy tax. Please indicate on your registration if you will be staying at the hotel. Upon receipt of your registration, you will be contacted so you can register with our group code.

PARKING - 24-hour self-park is \$15 per day and Valet Parking is \$25 per day.

Please identify yourself as a student in the class when making a reservation.

NAME: _____

ADDRESS: _____

CITY STATE ZIP _____

EMAIL: _____

TELEPHONE: _____

REGISTRATION FEE _____

TEXT BOOK: Assessment Administration \$40 _____

TOTAL _____

PAYMENT

(EIN #55-0806610) in the full amount, payable to NJ-IAAO. Please complete the registration form and return with a check or voucher

REGISTRATION FEES ARE AS FOLLOWS:
NJ IAAO and IAAO Members \$500.00
Non-Members \$600.00

PAYMENT: CHECK _____ VOUCHER _____ TOTAL PAYMENT

Advance registration due January 26, 2018. Please direct any questions on payment to G Raymond Brown (609) 463-1333 or Sue Davison (609) 425-5275

Please send check / voucher to:
NJ-IAAO c/o G Raymond Brown
PO Box 551
Cape May CH, NJ 08210- 0551