



PTAX-299 Application

Supervisor of Assessments
 Board of Review

Section 1: Complete applicant information

Please type or print

- 1 First name _____ Initial _____ Last name _____
- 2 Mailing address _____
- 3 City _____ State _____ ZIP _____
- 4 Social Security number _____
- 5 (_____) Daytime telephone number _____

Section 2: List your choice of counties for certification of examination results

- 6 First choice _____ County _____ 7 Second choice _____ County _____ 8 State-wide

Section 3: Provide your educational background

Schools attended High, College, Other	From Year	To Year	Full Time	Part Time	Major	Degree or Certificate

9 List any other designations or licenses _____

Section 4: Provide your employment history

Start with your current employer

Employer's Name _____ Job Title _____
 Address _____ Reason for Leaving _____
 Supervisory: Yes No Salary: _____ From Year _____ To Year _____
 Full _____ Part _____ Hours _____
 Brief Work Description: (attach additional sheet if necessary)

Employer's Name _____ Job Title _____
 Address _____ Reason for Leaving _____
 Supervisory: Yes No Salary: _____ From Year _____ To Year _____
 Full _____ Part _____ Hours _____
 Brief Work Description: (attach additional sheet if necessary)

Employer's Name _____ Job Title _____
 Address _____ Reason for Leaving _____
 Supervisory: Yes No Salary: _____ From Year _____ To Year _____
 Full _____ Part _____ Hours _____
 Brief Work Description: (attach additional sheet if necessary)

Section 5: Sign below

I understand that I may be required to provide additional information to verify my eligibility for public office. I authorize release of any information on this application, including my examination results as indicated above in Section 2. I state that to the best of my knowledge, the information on this application is true, correct, and complete.

Signature _____ / ____ / ____
Date



General Information

Supervisor of Assessments

Under Section 3-5 of the Property Tax Code, in order to be eligible to serve as a supervisor of assessments, an individual must:

- Have at least two years' experience in the field of property sales, assessments, finance, or appraisals.
- Pass an examination conducted by the Illinois Department of Revenue.
- Possess ONE of the following:
 - Certified Illinois Assessing Official (CIAO) Certificate from the Illinois Property Assessment Institute with either (a) additional training as required under Section 4-10 of the Property Tax Code, or
 - (b) successful completion of a minimum of 360 additional hours of department approved course work (180 hours of which must have been courses with written examinations) if an individual has served as a supervisor of assessments for twelve years or more.
- Certified Assessment Evaluator (CAE) Certificate from the International Association of Assessing Officers.
- Member of the Appraisal Institute (MAI), Residential Member (RM), Senior Real Estate Analyst (SREA), Senior Real Property Analyst (SRPA) or Senior Residential Analyst (SRA) Certificate from the Appraisal Institute or its predecessor organizations.

Examination

The examination is arranged in a multiple-choice format. You may bring a noiseless calculator to the examination. A passing grade is 70 percent.

If you need any special accommodations, please contact the local examination coordinator to make the necessary arrangements.

The examination administered by the department includes the following:

- Appraisal techniques and terminology including problems pertaining to the market, income, and cost approaches to value.
- Reading comprehension which includes articles from relevant publications and the statutes.
- Legal descriptions, including both quarter section and metes and bounds descriptions.
- Assessment procedures and assessment law.

Suggested study material for the examination:

Text or courses on appraisal theory

Property Tax Code - (35 ILCS 200/1-1 et seq.)
See www.il.tax.com or the legal section of your local public library.

Components and Cost Schedules

Test scores are valid for two years from the date of the examination. See 86 Ill. Adm. Code §110.180(e)(1).

Board of Review

Under Sections 6-5, 6-10, 6-30, and 6-32 of the Property Tax Code, in order to be eligible to serve as a Board of Review member, an individual must:

- Have experience and training in property appraisal and property tax administration.
- Pass an examination conducted by the Illinois Department of Revenue.

Examination

The examination is arranged in a multiple-choice format. You may bring a noiseless calculator to the examination. A passing grade is 70 percent.

If you need any special accommodations, please contact the local examination coordinator to make the necessary arrangements.

The examination administered by the department includes the following:

- Appraisal techniques and terminology including problems pertaining to the market, income, and cost approaches to value.
- Reading comprehension which includes articles from relevant publications and the statutes.
- Legal descriptions, including both quarter section and metes and bounds descriptions.
- Assessment procedures and assessment law.

Suggested study material for the examination:

Text or courses on appraisal theory

Board of Review - Basic Course

Property Tax Code - (35 ILCS 200/1-1 et seq.)
See www.il.tax.com or the legal section of your local public library.

Components and Cost Schedules

Test scores are valid for three years from the date of the examination. See 86 Ill. Adm. Code §110.155(f)(4).



Illinois Department of Revenue

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NOTICE OF SUPERVISOR OF ASSESSMENT'S EXAMINATION

to be administered by the Department of Revenue.

Date: Wednesday, September 15, 2010
Time: 9:00 AM
County: Whiteside
Location: Law Enforcement Center Board Room
400 N. Cherry St.
Morrison, IL 61270
County Coordinator: Ms. Lori Keppen
Contact Number: 815 772-5100

Individuals interested in taking this examination should contact the county coordinator by 10:00 a.m. of the day before the test to register and to obtain an application form. If no one has registered to take the exam by 10:00 a.m. of the day before the scheduled examination, the department reserves the right to cancel the exam. The coordinator will be able to provide specific details concerning the test site location. Knowing the number of applicants, and of any special needs, will enable the coordinator to insure the room is suitable.

The tests will be graded at the department and all individuals will be mailed their test score. The names of individuals who passed the test will be removed from the department's Supervisor of Assessments -exam notification list. The names of individual who were not successful will remain on the examination notification list for future exams for a period of one year.

Examination scores are good for a period of two years from the date of the examination, unless the exam is retaken and failed within the two-year period.

Please bring a noiseless calculator and your completed application to the test site. Cell phones may not be used as calculators. Blank application forms will be available the morning of the exam, if needed.

If you have any questions, please contact the exam coordinator or the department.

Brenda Cawley
Property Tax Division