

## **MISSION STATEMENT**

*The Assessment Coordination Department (ACD) is granted full power and authority in the administration of the tax laws of Arkansas to exercise general and complete supervision over: the valuation, assessment and equalization of all property for ad valorem tax purposes, (except utility property); the collection of those taxes and the assessors, equalization boards, tax collectors and other officers charged with those duties in all seventy-five counties, to insure that all assessments on property in Arkansas shall be in relative proportion to the just and true value thereof, in substantial compliance with the law. In the exercise of its powers, the Department is directed to confer with, advise, and direct the foregoing entities with respect to their duties. While property taxes are locally assessed, administered, collected and dispensed by each county, the equity of the assessments within the county and between counties is of state-wide importance.*

## **DEPARTMENT OPERATIONS**

Act 436 of 1997 created the Assessment Coordination Department and transferred the Assessment Coordination Division personnel and duties to the Department. A summary of the Department operations follows:

### **1. Administrative Section**

- A. Prepare and/or furnish real and personal property assessment guidelines for the use and guidance of assessors and equalization boards.
- B. Prescribe appraisal, assessment, and record forms for the uniform use of county assessors throughout the State.
- C. Confer with, advise, and assist county assessors and equalization boards.
- D. Perform a ratio study for the purpose of determining the average ratio of assessed value to true and full value of real property, by classifications, in each of the several taxing units.
- E. Perform a ratio study for the purpose of determining the average ratio of assessed value to true and full market value of personal property in each of the several taxing units.
- F. On December 31, certify the percentage of assessed value in the counties to the county judge, assessor, and state officers that disburse state turn back funds to counties.
- G. Re-certify any taxing unit which was originally certified below the acceptable minimum at such time as the unit shows compliance.
- H. Approve or disapprove county wide reappraisal plans submitted in accordance with Act 1185 of 1999.
- I. Disperse payments for reappraisal work done in accordance with Act 1185.
- J. Prepare and manage budgets, human resources, accounting and fiscal operations.
- K. Adhere to the Administrative Procedures Act on declaratory orders, petitions, and adjudications.

L. Develop rule and regulations for the assessment and appraisal process.

2. **Field Operations Section**

- A. Periodically evaluate reappraisal progress and performance to ensure that all laws and regulations are met, standards of appraisal accuracy are maintained, work is finished on time, and staff and resources are used wisely.
- B. Ensure that all funds expended by the state for reappraisal services are monitored by the department and only that progress and performance of those services as measured by the department to be within the guidelines established by the department are to be compensated by the state.
- C. In addition to ensuring that reappraisal laws and regulations are met, ensure that all other statutory requirements and obligations related to the assessment of property are met throughout the state.
- D. Conduct field research on current assessment practices and methodologies used by the various counties and contractors in the State of Arkansas.
- E. Gather statistical information and prepare summary reports as directed.
- F. Conduct studies related to the development and/or improvement of ad valorem real estate appraisal methods.
- G. Provide special assistance to county officials on new or unusual appraisal situations.
- H. Perform related responsibilities as required or assigned.

3. **Assessors-Education Program**

- A. Sponsoring and conducting schools and institutional meetings on ad valorem tax issues for County Assessors and their employees, Equalization Boards, other county officials, and private appraisal firms. The budget earmarks monies each fiscal year for Assessor's School expenses and is supplemented by tuition charges collected from non-government personnel attending Training and Designation Certification courses and by a \$600 per county fee placed into a specific Assessor's Training Fund.
- B. The Assessment Coordination Division, as directed by Act 48 of 1980, administers the Training and Designation Certification Program for appraisers employed by state and county officials in the field of ad valorem tax appraisal. The training consists of courses that are directly related to ad valorem taxation and are used as the foundation for appraisal technology and theory.
- C. It is essential to the administration of property assessment to continue and to expand the Assessors' Seminar and appraisal training schools for the purpose of increasing the competency of County Assessors, County Equalization Boards, County Appraisers and others concerned with the principles and techniques of real and personal property assessments.