



Property Tax Training Announcement



Title	Fundamentals of the Assessor's Office
When	April 8-10, 2025 from 8:15am to 12:00pm, each day.
Location	Online via MS Teams. A meeting invite will be sent to registered students on April 1. Login instructions and course material links will be provided.
Credit	7.5 continuing education hours for: <input type="checkbox"/> DOL certified/licensed real estate appraisers. <input checked="" type="checkbox"/> Accreditation. <input type="checkbox"/> Not applicable.
Audience	<ul style="list-style-type: none">• New county assessor staff and support employees from the county assessor's offices.• New DOR Property Tax and other related division employees.
Attendance	Unlimited. Every student must register individually, even if you plan to attend in a conference room with others, under one MS Teams account.
Presenter(s)	Various.
Curriculum	This course provides a high-level overview of the functions of the assessor's office and is intended to provide basic information for new employees with limited knowledge of property tax administration. Students seeking more detailed technical training in various property tax programs are encouraged to register for program-specific courses offered on the DOR Property Tax Training Calendar.
Agenda	See page 2.
<u>Student expectations and other requirements</u>	Prerequisites <ul style="list-style-type: none">• Connection to high-speed/bandwidth internet.• Set up a free MS Teams account. Instructional video.• Computer with functioning audio and video. Configuration video.• A functioning microphone or headset or call-in.• For call-in students, open materials on a computer to fully participate.• Cameras are optional.
Contact us	Email dorpropertytaxeducation@dor.wa.gov for questions, registration cancellations, and GovDelivery subscription requests for training announcements. Visit the Property Tax Resource Center Education program webpage for more information.

Fundamentals of the Assessor's Office Agenda for April 8-10, 2025



Day 1

Min	When	What	Who
5	8:15am	Welcome / Housekeeping	MCs
15	8:20am	Greetings from the Property Tax Assistant Director	Danielle Sullivan
25	8:35am	Chapter 1: Laws, Rules, and Assessor's Responsibilities	Melissa Olivas
60	9:05am	Chapter 2: Appraisal Principles / Real Property Valuation	Alex Ball, Marino Maiani
15	10:10am	Break	-
30	10:25am	Chapter 3: TBD	Nikki Morgan (Franklin)
30	11:00am	Chapter 4: Revaluation / Mass Appraisal	Marilyn O'Connell
20	11:35am	Chapter 5: Accreditation / Education Programs	Rikki Bland, Tiffany LeMoine
-	12:00pm	Adjourn	-

Day 2

Min	When	What	Who
5	8:15am	Check-in	MCs
30	8:20am	Chapter 6: Dealing with Difficult Customers	Kevin Fairbanks (Walla Walla)
40	8:55am	Chapter 7: Personal Property / Audit Requests	Lisa Brewer
30	9:40am	Chapter 8: Centrally Assessed Property / GIS	Kevin Hill
15	10:15am	Break	-
30	10:30am	Chapter 9: Ratio Studies	Mary Burket
50	11:05am	Chapter 10: Current Use Designated Forestland	Janeene Niemi
-	12:00pm	Adjourn	-

Day 3

Min	When	What	Who
5	8:15am	Check-in	MCs
45	8:20am	Chapter 11: Exemptions: Nonprofit, Tribal, and Others	Jamie Ritter, Shannon Thornton, Ras Roberts
45	9:10am	Chapter 12: Relief Programs for Individuals	Laura Osborne, Ras Roberts
15	10:00am	Break	-
40	10:15am	Chapter 13: Boards of Equalization and Appeals	Ashleigh Palmer
40	11:00am	Chapter 14: Property Tax Levy Limitations	Diann Locke
15	11:45am	Executive Summary with the Property Tax Program Manager	Mike Braaten
-	12:00pm	Adjourn	-

Masters of Ceremonies (MCs): Timothy Landregan and Kimberly Johnson