

Department of Revenue 2021 Education Offering

- Course: **DOR – General Functions of An Assessor’s Office**
- Where: **Herschler Building Basement Room WO53/WO54**
122 West 25th Street
Cheyenne, WY 82002
- When: **April 12th – April 15th, 2021**
Class will run from 8:00 - 5:00 Monday through Thursday.

Course Description: This course is sponsored and taught by the Wyoming Department of Revenue. It is intended to train newer employees within the Assessor’s office. Some of the topics to be covered include: Safety in the field, brief discussions on appraisal concepts and theories, understanding Marshall & Swift, relationships between Marshall & Swift and RealWare, using RealWare to enter characteristics and other info, characteristic identification for residential and commercial buildings (actual on-site inspections), new construction discussions, determining quality and condition through the use of Marshall & Swift, effective age & depreciation discussions, and any other topics or questions that may arise.

Certification: The hours gained for General Functions of An Assessor’s Office do not count toward Permanent Certification.

Hours: 28

Instructor: Jenny Freier, David Franck, Jori Johnson and Justin McNamara

Required Materials: calculator (with square root), pens, pencils, notetaking materials.

Accommodations: No special arrangements have been made for this class.

To register for General Functions of An Assessor’s Office please email Justin McNamara at: justin.mcnamara@wyo.gov.

*Please let the department know if any of your staff will require ADA accommodations.