
Chelsie Mathews

Chelsie4assessor@gmail.com

Professional Summary

To continue my career with the Albany County Assessor's Office which will enable me to excel in my abilities, lead the Assessor's office to success, and serve the citizens of Albany County.

Skills

Effective Communicator
Efficient in RealWare and Apex
Customer Oriented
Organized

Qualities

Focused
Empowering
Innovative

Work History

County Assessor

Albany County Assessor's Office – March 2009/Current

- Use statistical data to complete mass appraisals on all residential and commercial property in Albany County according to Wyoming State Statue and Department of Revenue Rules and Regulations
- Understand and follow Wyoming State Statue and Department of Revenue Rules and Regulations which guide the County Assessor's office
- Process Special District Assessments and State Assessed Accounts
- Transfer ownership according to recorded legal documents
- Communicate and educate taxpayers on the mass appraisal process
- Maintain and update the County Assessor Website
- Written several office manuals to ensure consistency among staff when completing different levels of the valuation process
- Prepare and deliver employee evaluations
- Manage and train staff of 7
- Prepare annual budget to include salary, vehicle maintenance, education, office supplies, and operational costs
- Complete notice of value process, tax rolls, and Department of Revenue and State Board Audits
- Certify values by tax district which enable entities such as the school district to estimate incoming tax revenue
- Compile evidence for property tax appeals before County Board hearings, State Board hearings, and District Court hearings
- State certified in Mass Appraisal
- Work with other County elected officials and departments and ensure cooperation and good intergovernmental relationships
- Helped with elections
- Work tax sale

Education

State of Wyoming Certified 2009: Mass Appraiser /155 credit hours

- IAAO 600 Principals and Techniques of Cadastral Mapping
- IAAO 101 Fundamentals of Real Property Appraisal
- IAAO 151 Uniform Standards of Professional Appraisal Practice
- IAAO 601 Cadastral Mapping Methods and Applications
- IAAO 201 Appraisal of Land
- IAAO Fundamentals of Assessment Sales Ratio
- IAAO 100 Understanding Real Property Appraisal
- IAAO Highest and Best Use
- IAAO 155 Depreciation Analysis
- IAAO 162/163 Marshall and Swift Residential and Commercial workshops
- Residential Quality, Condition, Effective Age, and Marshall and Swift Cost system
- RealWare Advanced User Training
- Subsidized Housing Seminar
- IAAO 171 Standards of Professional Practice and Ethics
- IAAO 257 Fundamentals of Industrial Appraisal
- Wyoming Assessment Practices
- Power User Training
- Harris Govern Regional Training
- Advanced Microsoft Excel
- McKissock 7-Hour National USPAP update
- IAAO Fundamentals of Mass Appraisal
- EagleView Admin Training

University of Wyoming Graduate 2006: Major in Psychology; Minor in Criminal Justice

Participated in a National Student Exchange program- Attended University of Maine for 1 year

Volunteer

Soroptimist of Laramie: 2010 to current

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Member at Large
- Chaired multiple committees
- 3rd generation member