

# TINA STONE, PPS

## PROFESSIONAL EXPERIENCE

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### *Tax Administrator*

October 2007-Present

As Tax Administrator I am responsible for planning, directing, supervising and evaluating the work of professional, technical and clerical support staff involved in the inventory, assessment and valuation of property and collection of property taxes.

- Preparing, submitting and administering departmental budget.
- Monitoring Revenues and expenses.
- Overseeing the in-house revaluation of property every 4 years.
- Possessing a thorough knowledge of the N.C. General Statues, policies, and other procedures in assessing and appraising property.
- Billing property tax
- Managing all tax-related records
- Develop policies, procedures and methods for program operations
- Personnel Matters
- Dealing with controversial issues in tax assessment, collection and foreclosure programs
- Clerk to the Board of Equalization and Review
- Represent the Tax Office before the Board of Commissioners and the N.C. Property Tax Commission
- Work is performed under the administrative supervision of the County Manager and is evaluated by the Manager and the Board of County Commissioners through reports, presentations and the effectiveness of the tax department.

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### *Business Personal Property Appraiser.*

July 1999-October 2007

My duties require employing techniques and methods necessary to insure that all businesses in Chatham County are listed equally and uniformly. This involves:

- Conducting audits on all businesses.
- On site audit reviews on all businesses with a value of \$50,000 or less.
- Assisting with audits performed by outside audit firms on all businesses over \$50,000 in value.
- Possessing a thorough knowledge of the N.C. General Statues, policies, and other procedures in assessing and appraising personal property.
- One on one contact with taxpayers during audits sometimes resulting in controversial decisions subject to appeal.
- Representing the Tax office before the Board of Commissioners and Property Tax Commission on all appeals concerning business audits.

*Tax Assistant*

October 1992 - July 1999

My duties required correctly employing techniques and methods necessary to value and produce the annual billing of all property and the monthly billing of motor vehicles. This position allowed me to:

- Effectively deal with and satisfy a diverse public in controversial situations.
- Meet important billing deadlines.
- Employ and work with outsourced billing companies.
- Cross-train with the Collector's office, filling in when needed.
- Cross-train with the Appraisal Division to assist with New Construction and revaluation
- Develop a working relationship with the NC Dept of Revenue.

*Mapping Technician*

January 1989 - October 1992

My duties involved creation of cadastral maps of land within Chatham County using deeds and surveys for tax, zoning and other governmental purposes. My responsibilities included:

- Assisting with the in-house map editing project.
- Updating land transfers.
- Working with and educating the public on tax matters

EDUCATION

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- 1987 Graduate of Jordan Matthews High School, Siler City, NC
- 1997 Practical Accounting Central Carolina Community College
- Currently enrolled in Business Administration Associate in Applied Science program at Central Carolina Community College

## EDUCATION CONT-RELATED TRAINING

2008- USPAP- Uniform Standards of Professional Appraisal Practice (Certificate)  
2007 IAAO Course #402 Property Tax Policy (Certificate)  
2005 IAAO Course.#102 Income Approach to Valuation (Certificate)  
2001 IAAO Course #500 Assessment of Personal Property (Certificate)  
2000 IAAO #151 Standards of Practice and Professional Ethics (Certificate)  
2000 Fundamentals of Property Tax Collection (Certificate)  
1998 IAAO Course #101 Fundamentals of Real Property Appraisal (Certificate)  
1997 NCPMA/NCLRM Review Officer Workshop  
1996 Fundamentals of Listing and Assessing Business Personal Property (Certificate)  
1995 Fundamentals of Property Tax Listing and Assessing (Certificate)  
1993 Fundamentals of Property Tax Listing and Assessing (Certificate)  
1992 North Carolina Notary Public  
1989 Annual Property Mappers School (Certificate)

## PROFESSIONAL CERTIFICATIONS

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International Association of Assessing Officers, P.P.S. Designation  
North Carolina Department of Revenue Personal Property Appraiser  
North Carolina Department of Revenue Real Estate Appraiser  
North Carolina Certified Property Mapper

## PROFESSIONAL AFFILIATIONS

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International Association of Assessing Officers  
North Carolina Association of Assessing Officers  
President, North Carolina Candidate's Club  
Vice President, Eastern Piedmont Tax Association

E-MAIL [TINA.STONE@CHATHAMNC.ORG](mailto:TINA.STONE@CHATHAMNC.ORG)

**Employment**

Appraisal Supervisor 2007---present  
Real Property Appraiser 1991---2007  
Appraisal Technician 1987---1999  
Revaluation Technician 1985---1987

**Education**

1974-1977 Jordan Matthews High School Siler City, NC  
1977-1979 Fayetteville State University Fayetteville, NC  
1979-1982 Central Carolina Community College Sanford, NC / Pittsboro, NC  
2007-2009 Chatham County Leadership Pittsboro, NC

**Computer Applications**

Lotus 1-2-3  
Database  
Word Perfect  
Windows  
Excel  
Internet

**Dept. of Revenue Certifications**

Mass Appraisal 101  
Mass Appraisal 300  
USPAP  
Machinery & Equipment

**Designations/Memberships**

IAAO

Leroy Swepson

**Employment** 1997-present

Chatham County Tax Office

Pittsboro, NC

### **Real Property Appraiser**

- Appraiser real property and answer inquiries concerning appraisals in accordance with the Chatham County schedule of values and North Carolina General Statutes.
- Measures and lists new construction and any characteristic to the property, internal or external, which might affect its value.
- Also includes appraising subdivisions and land splits, measuring to get footage or acreage, and doing research and comparisons to determine appropriate values.
- Involves heavy public contact and may involve controversial and debatable decisions. Requires extensive independent judgment and initiative. Work involves both indoor and outdoor environments.
- Must have considerable knowledge of the procedures and standards for appraising residential, commercial, and rural properties. Also requires up-to-date knowledge of construction costs and layout of the county.
- Must have ability to read and interpret land descriptions and tax maps, along with an ability to sketch construction projects. Requires substantial spatial perception and mathematical computation.

### **Institute of Government Course History**

**The University of North Carolina**

### **Education**

Fundamentals of Real Property Appraisal Certification  
Fundamentals of Property Tax Listing and Assessing Certification  
Fundamentals of Real Estate Sales  
IAAO Course 102 Income Approach to Valuation  
IAAO Course 300 fundamentals of Mass Appraisal  
Uniform Standards of Professional Appraisal Practice  
Property Tax Listing and Assessing in NC

## **Rodney Wiley**

### **Employment**

Chatham County Real Property Appraiser 2007-Present

International Precast 2006-2007

Joan Fabrics 1986-2006

### **Education**

1982- 1986 Jordan Matthews High School, Siler City, NC

1986 Central Carolina Community College

### **UNC School of Government**

2007- Property Tax Listing and Assessing

2007- IAAO Course 101 Fundamentals of Real Property

### **Certifications**

2008- NC Department of Revenue Real Property Appraiser

# **Teresa Clark**

## **Employment**

Appraisal Technician 1999-present

Tax Assistant I 1998-1999

Teller III 1977-1988

## **Education**

1974-1977 Northwood High School Pittsboro, NC

## **Computer Applications**

Word Perfect

Lotus 1-2-3

D-Base Certification

## **DOR Certifications**

Fundamentals of Property Tax Collection

Property Tax Listing and Assessing

IAAO Course 101 Fundamentals of Real Property