



CEU Packet

1024 - Internships: Benefits and Implementation

05 LEADING AND MANAGING THE ASSESSMENT OFFICE

Description:

A discussion on the various types of internships, benefits and implementation of successful internship programs.

Start Date: 9/1/2021 3:00:00 PM

End Date: 9/1/2021 4:00:00 PM

Learning Outcomes:

Identify what types of internships exist for the Assessor.

Learn how internships benefit the Assessor Office, community, and interns.

Sample job descriptions and community organization partnerships to contact for assistance with internship programs.

Presenters:

Samantha Steele - Leanon Group

LaTonya Spearman - Lake County, IN

Katie Molinder MPA - Hancock County, IN

Timed Outline - Internships: Diversity, Benefits and Implementation

This presentation includes discussion on the various types of internships, how to implement them, the community partnerships associated with internships, and the benefits to both the assessment practice & the intern.

Sample outline:

Topic	Learning Objectives <i>the learner will be able to...</i>	Timed Outline
Introduction of Internship Types	Beginning with specific discussion on the types of internships and their definitions with examples of distinguishing the difference between the various types.	0:15
Internships within communities	A discussion on the community partnerships (government, educations, and non-profit organizations) that help to facilitate internships with high school and college students. Highlighting how internships are not just for college students specializing in data or real estate but offering an opportunity for work/study programs within local high schools.	0:10
Examples of successful internships in Assessor Offices	As part of the presentation we will highlight successful examples of assessment offices that have benefited from implementing internship programs. Highlighting the implementation of the Gary, Indiana High School internship with the Lake County Assessor Office.	0:15
Benefits of internship programs	We will go into the benefits that come with implementing an internship program; to the assessment office, the intern and the community relationship. A focus will be given to internship partnerships with high schools, specifically giving preferences to high schools that have a higher rate of students that do not go onto secondary education. We will also discuss how internships can help encourage diversity and the positive effects it would have on the	0:15

LATONYA SPEARMAN

latonya.spearman@gmail.com | C: 219-670-6082 | 4534 Georgia St., Gary, IN 46409

Summary

Innovative, challenge-driven professional. Proven leadership and strong interpersonal skills. Creative and resourceful with a keen ability to create consensus among divergent groups.

Key Skills

- Honesty and integrity
- Good communicator
- Decision making
- Creativity and innovation
- Delegation and empowerment

Work Experience

11/2019 - Current

Lake County
Government Center
Crown Point, IN

County Assessor

- Responsible for the assessment of all real and personal property within the county
- Oversees the cyclical reassessment process
- Serves as Secretary to the Property Tax Assessment Board of Appeals
- Provides assessment data to the County Auditor and Department of Local Government Finance
- Manages department in an economic manner in conformance with budgetary constraints
- Develops departmental systems, policies and procedures
- Recruits prospective employees

01/2014 – 11/2019

Lake County
Assessor's Office
Crown Point, IN

Chief Deputy

- Enforced compliance with all laws, regulations, directives, and policies
- Interviewed and tested prospective employees
- Implemented and enforced systems, policies, and procedures
- Accomplished results by coaching, counseling, and disciplining employees
- Prepared all administrative paperwork. (i.e. Maintain Employment forms, service records, payroll, purchasing and budgeting)
- Represented and acted on the behalf of the office in the absence of the Assessor

05/2009 - 01/2014

Lake County
Assessor's Office
Crown Point, Indiana

Hearing Officer

- Conducted property assessment appeal hearings with taxpayers/tax representatives
- Reviewed and evaluated evidence
- Prepared and presented recommendations to Property Tax Assessment Board of Appeals
- Made corrections, adjustments and changes to assessments as needed

Professional Certifications

01/2009

Indiana Real Estate Broker

05/2012

Level III Indiana Certified Assessor-Appraiser

Katie Molinder, MPA

4335 Eagle Trce

New Palestine, IN 46163

(317) 694-7579, katiemolinder@gmail.com

PROFESSIONAL EXPERIENCE

Elected Hancock County, IN Assessor

January 2019 to Present

Hancock County Government in Greenfield, IN

- Oversee the General Reassessment process, calculate the total assessed value of each taxing district, and certify current gross assessment to the County Auditor's Office
- Ensure uniformity and equitability for all property owners while collecting and maintaining sales information on properties sold in Hancock County
- Oversee review and verification of Hancock County personal property, process assessment appeal

Chief Deputy Assessor

May 2016 to December 2018

Tippecanoe County Assessor's Office in Lafayette, IN

- Responsible for annual inspection of new and remodeled structures to ensure compliance with Indiana State and Tippecanoe County assessing codes and collecting accurate assessing data
- Supervised direct staff of three full time employees handling schedule, administration, and development
- Received and investigated complaints of assessing inaccuracies, prepared reports, and discussed resolutions

Victim Assistance Coordinator

January 2015 to May 2016

Hancock County Prosecutor in Greenfield, IN

- Assumed management responsibilities for the Victim Assistance Program including coordinating the program activities with other victim assistance agencies
- Established schedules and methods for providing citizen assistance services; identified resource needs; reviewed needs with appropriate management staff; allocated resources accordingly
- Provided information to crime victims on the criminal justice system in order to prepare them for the judicial process

Family Case Manager

May 2014 to January 2015

Indiana Department of Child Services in Greenfield, IN

- Investigate reported incidents of child abuse and/or neglect and assess risk of a child for injury, harm, or imminent danger
- Develop case plans to assist families and children to become more self-sufficient in a safe and nurturing environment and to ensure a permanent home for children
- Testify in Juvenile and Criminal Court of Law, make recommendations to the court for return of children to their families, and develop recommendations for Juvenile Court for disposition

Field Staff Supervisor

March 2011 to March 2013

Inspections & Real Estate Deputy

August 2010 to March 2011

Part-time Assessor Staff

August 2009 to August 2010

Tippecanoe County Assessor's Office in Lafayette, IN

- Responsible for annual inspection of new and remodeled structures to ensure compliance with Indiana State and Tippecanoe County assessing codes and collecting accurate assessing data
- Supervised direct staff of three full time employees handling schedule, administration, and development
- Received and investigated complaints of assessing inaccuracies, prepared reports, and discussed resolutions

SAMANTHA STEELE

steele@leanorgroup.com

317.361.6287

PROFESSIONAL EXPERIENCE

Leonor Group, LLC.

2014–current

President (www.leanorgroup.com)

- Established a network of political, civic, and non-profit organizations.
- Worked with local Government agencies on various legislation and regulations.
- Performed detailed analysis of business performance models.
- Performed detailed analysis of personal property for local County Government offices.
- Provided training programs for local County Government offices.

Cook County Assessor Office

2018–2020

Director of Commercial Valuations

- Played an integral role in the administrative development of policies and procedures.
- Represented the office for meetings, functions and events with various civic & governmental organizations, Unions, boards and commissions.
- Analyzed and monitored advocacy programs to best represent the administration's approach to commercial valuations.
- Prepared and delivered reports on all commercial asset types, budgets, forecasts and various financial market analyses.

Marion County Assessor

2010–2013

Director

- Monitored, Interpreted, and recommended responses to State legislation.
- Managed a staff of 72, reorganized the office structure and implemented new financial and administrative procedures.
- Responsible for Tax Increment Financing budget analysis program and budget oversight.
- Prepared and presented various topics from budgets to office procedures to the public and other Government agencies.
- Developed Commercial & Industrial Land Order for the 2012 General Reassessment.
- Successfully handled Commercial and Industrial appeals at the Property Tax Board of Review and Board of Tax Review level.

Tippecanoe County Assessor

2007–2011

Elected County Assessor

- Responsible for Human Resources management, strategic planning, drafting and implementing various annual operating budgets, valuation policies and contract management.
- Implemented a market-value, cost, and direct-capitalization approach to the ad valorem process using statistical modeling techniques across all property asset types.

New Community Charter School

2006–2012

Secretary/Treasure

- Set the vision, goals, and budgets for the school.
- Assisted with the public relations program for the school.
- Served as liaison between county agencies, department heads, and various private sector agencies on behalf of the school.

EDUCATION

KIAD, Purdue University, RECP, Lincoln Institute of Land Policy, State of Indiana Department of Local Government Finance, International Association of Assessing Officers (IAAO), USPAP, Real Estate and Appraisal Courses, Certified Level III Assessor/Appraiser, High Performance Leadership Academy

Skill Highlights

Public Relations, Budgeting Expertise, Strategic Planning, Operations Management, Employee Relations, Microsoft Office Programs, GIS, SPSS, Trepp, CoStar, REIS, Business Development, Contract Negotiations, Marketing, Data Base Management, Public Speaking, Regulatory Compliance

VOLUNTEER

Various Political Campaigns, League of Woman Voters Board Member, Democracy for America, Tippecanoe Art Museum, Tippecanoe Arts Federation, Young Elected Officials Committee Member, IAAO Events Committee Member, IAAO Presenter for the 2018 & 2019 Annual Conference, IAAO Professional Development Committee, Association of Counties, CREW Chicago

	assessing community. Giving these students office experience and a look into local government that might never have been available otherwise.	
Samples of internship job descriptions and position postings	Conclusion will include handouts of sample job descriptions, position postings and links to references of organizations that specialize in connecting interns with government agencies.	0:10

EDUCATION

Indiana University Purdue University Indianapolis, Indianapolis, IN

School of Public and Environmental Affairs

Masters of Public Affairs in Nonprofit Management, August 2013

Purdue University, West Lafayette, IN

College of Consumer and Family Sciences, Department of Child Development and Family Studies

Bachelor of Science in Youth and Adult Family Services, December 2007

Minors: Sociology and Psychology

Computer Skills: Microsoft Office, Microsoft Works, SPSS, Assess, Proval, XSoft, & Adobe Acrobat

VOLUNTEER EXPERIENCE

Zoey's Place Child Advocacy Center President of the Board of Directors 01/20 to Present

Hancock County Exchange Club Member 09/2015 to Present

Cross of Grace Lutheran Church Council Member 01/2017 to 01/2020

Zoey's Place Child Advocacy Center Board of Director's Member 03/2019 to 01/2020

Quantico Officers' Spouses' Organization Chief Fundraiser 08/2013 to 05/2014

National Family Military Association Volunteer 08/2013 to 05/2014

Lafayette Crisis Center Volunteer Trainer 04/2009 to 03/2013

Lafayette Crisis Center Volunteer 01/2006 to 12/2007 & 04/2009 to 03/2013