

DONALD TRENT

PROFESSIONAL EXPERIENCE

State of Maryland, Department of Assessments & Taxation, Howard County

ASSESSOR SUPERVISOR | ASSESSOR SUPERVISOR I – APPEALS SUPERVISOR – Real Property | 2008–2017

- ↻ Oversee the preparation and review of residential appeal hearing at the supervisor, Property Tax Assessment Appeals Board, and the Maryland Tax Court Levels to defend the department estimate of value as stated in the Maryland Assessment Procedures Manual
- ↻ Provide guidance for assessor staff in presenting all three levels of residential appeal process to maintain adherence to office procedures and guidelines through the appropriate distribution of reading materials
- ↻ Directly coordinate with real estate and development organizations in order to determine sales and construction information
- ↻ Initiate the review of property values after appeal and provide advice on necessary adjustments
- ↻ Regulate the designation and evaluation on the work of other staff and facilitate training for employees
- ↻ Prepare and submit technical data to the AAVS System to maintain department property records while ensuring compliance with departmental and local procedures
- ↻ Monitor all received records and identify the classification of all appeals files at the local office and arrange the proper allocation of appeals to assessors
- ↻ Carry out extensive review of cases; arrange settlements with owners; and generate complete narrative appraisals for submission
- ↻ Identify the quality and condition of both existing and newly constructed real properties
- ↻ Attend to meetings with assessors and clerks to appropriate assignment of appeals and oversee scheduling of hearings and the supervisor's level

ASSESSOR III – Personal Property | 1999–2008

- ↻ Performed comprehensive review of reports and published data from diverse sources related to taxation for the development of new approaches for identifying valuations of taxable properties
- ↻ Wrote explanations for county finance officials and taxpayers with regard to assessment methods, regulations, and procedures; as well as property tax law and case law

Earlier Positions Held:

ASSESSOR II – Personal Property | 1998–1999

ASSESSOR I – Real Property | 1997–1998

EDUCATION

Bachelor of Science in Business Administration
UNIVERSITY OF SOUTHERN MAINE, PORTLAND, ME
