

examination prior to the filing date if necessary. Applicants from only those counties having no person qualified shall be eligible to take the examination.” If a second exam is necessary, notice will be given fourteen days prior to this date in accordance with KRS 132.380.

What is a Property Valuation Administrator’s salary?

The PVA’s salary is established by statute (KRS 132.590) and varies by county. Like other locally elected county officials, it is based on population and increases with tenure.

How may I obtain more information?

Contact the Department of Revenue, Office of Property Valuation, at (502) 564-8338 or visit the web-site: <http://revenue.ky.gov>.

Examination for prospective candidates for the office of Property Valuation Administrator will be conducted

**THURSDAY, NOVEMBER 5, 2009
EAGLE LAKE CONVENTION
CENTER
1000 EAGLE LAKE DRIVE
(Junction of US 127 and Hwy 151)
LAWRENCEBURG, KENTUCKY 40342**

The exam will begin at 9:00 a.m. local time.

**Answers to Commonly Asked
Questions Regarding the
Qualifying Examination for the
Office of Property
Valuation Administrator**



Prepared by:
Finance and Administration Cabinet
Department of Revenue
Office of Property Valuation



Why is the PVA Exam given?

Kentucky Revised Statute (KRS) 132.380 states that “before any person’s name shall appear before the voters on election day as a candidate for the office of property valuation administrator . . . he shall hold a certificate issued by the department, showing that he has been examined by it and that he is qualified for the office.”

When and where can I take the examination?

The examination will be given on **Nov. 5, 2009** at **9:00 a.m.** (local time), at **Eagle Lake Convention Center, 1000 Eagle Lake Drive, Lawrenceburg, KY.** This will be the only opportunity to take the examination for counties in which at least one person (including the incumbent) is qualified to be a candidate.

Are there any other requirements for the position of Property Valuation Administrator?

Candidates must be 24 years old by the time they take office and must have resided in the state of Kentucky for two years and in the county in which they wish to hold office for one year prior to taking office.

How do I prepare for the examination?

No “study guide” exists for the PVA qualifying examination; however, the following information should be of use to potential candidates in their preparation for this examination.

The PVA qualifying examination is an instrument designed to “test fairly the ability and fitness of the applicant to serve as property valuation administrator” (KRS 132.380). It is

based on the skills necessary to perform the requirements of the job, including, but not limited to, general knowledge about real and personal property appraisal; real estate identification and description; personnel management; budgeting; agriculture; statistics; and government administration. These skills are examined through three means: vocabulary; reading comprehension; and mathematical questions. The material may be taken from mainstream assessment administration and appraisal literature, in addition to being based on normal situations encountered in PVA offices.

Candidates will **not** be expected to know procedural rules of the office of PVA, such as statutes, regulations, deadlines or policies. Technical jargon will be explained for the purpose of solving mathematical problems. This examination is designed at the level of a college entrance examination, so that a graduate of a Kentucky high school should possess the basic tools to pass it. The best preparation is a good night’s sleep and breakfast prior to the examination, because there are no breaks given during the three and one half hour testing period.

Am I allowed to use a calculator?

Calculators will be provided. In order to give all candidates an equal advantage, only those calculators supplied by the department are allowed to be used during the PVA Exam.

Do I have to preregister for the examination?

No. Registration is conducted at the examination site. The doors to the examination room will open approximately 30 minutes before the exam begins to allow enough time to complete registration.

Is there a fee to take the examination?

No. There is no charge for taking the examination

Do I need to bring anything to the examination?

You will need your driver’s license or other photo identification. All testing materials (pencils, etc.) will be provided at the examination site.

How long do I have to complete the examination?

Candidates are allowed three and one half hours to complete the examination.

When do I find out if I passed the examination?

A list of persons passing the PVA exam will be posted on the Department of Revenue web-site within three days of the exam. This web-site may be found at <http://revenue.ky.gov>. Each person taking the test will be personally notified of the results of the examination via mail within two weeks. A certificate of qualification will be issued to each passing candidate. This certificate must be shown to the county clerk by each candidate when filing for office. The Department of Revenue will notify the county clerks of all persons holding certificates in their counties. All certificates expire within one year of the date of issuance.

What if I don’t pass? Am I allowed to take the examination again?

KRS 132.380 states that, “if, after the giving of the examination...there is no person qualified to be a candidate in the county, the department shall hold a second