

## Board of Revision Interview Guide

Name of Applicant: \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_

Interview Date: \_\_\_\_\_

### **Brief Overview of Expectations of Board Members:**

The duties and responsibilities of a member include attending board meetings and hearings, following board policies and procedures, preparing for hearings, actively participating in hearings and writing decisions.

The preferred qualifications to serve on the Board of Revision include:

- a) Previous experience on or with a quasi-judicial or an administrative tribunal;
- b) The ability to be fair, open-minded and impartial;
- c) The ability to conduct themselves with integrity and consistency;
- d) The ability to interpret and apply the relevant statutes and case law to complex scenarios;
- e) The ability to absorb and analyze complex information and write comprehensive, intelligible decisions;
- f) Previous real estate experience would be an asset; or
- g) Previous property appraisal experience would be an asset.

### **Questions:**

1. Why did you choose to apply for the Board of Revision?

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2. Describe the role of the Board of Revision. Identify the participants in a Board of Revision hearing and describe their roles.

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3. Hearings are held during business hours. Does your availability allow you to attend hearings during regular business hours?

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4. What is a quasi-judicial board?

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7. Can you provide an example of where you had to interpret relevant statutes and case law to solve a complex scenario?

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8. The ability to absorb and analyze complex information and write comprehensive, intelligible decisions is a recommended qualification. Do you have any decision writing experience?

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9. What does conducting a fair, efficient and effective hearing mean?

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