

JOB DESCRIPTION

JOB TITLE: APPRAISER I
REPORTS TO: COUNTY APPRAISER/
DEPUTY APPRAISER

DIVISION: REAL ESTATE

ORIGIN DATE: 05/01/1995
REVISION DATE: 05/24/2011
DEPARTMENT: APPRAISER
DEPARTMENT NO.: 10-25
GRADE: 5

I. JOB SUMMARY:

This is a non-exempt position to collect and analyze data relating to the valuation of real property in the county. To apply sound valuation principles and standard operating procedures (SOP's) when valuing said real property and evaluating valuation/classification appeals.

II. PRIMARY DUTIES:

- A. Collect (measure and list) data relating to the valuation of real property in the county.
- B. Continue to gain knowledge of the proper application of the various valuation approaches, state laws, and PVD guidelines.
- C. Conduct hearings with property owners regarding the valuation of their property.

III. INTERMITTENT DUTIES:

- A. Complete and/or update data collection cards/mass appraisal database from physical inspection, interpretation of returned questionnaires and office initiated reviews.
- B. Answer taxpayer questions relating to property descriptions, valuation criteria and parameters.
- C. Defend county values during valuation appeals and/or protests.
- D. Compile and analyze data related to the setting of valuation parameters including monitoring of sales and updating data files.
- E. Make most routine decisions relating to the collection of property characteristic data, including assigning grade and CDU ratings.
- F. Request selectabilities to assist in valuation analysis.
- G. Perform other duties as needed upon request of immediate supervisor or department head.
- H. All functions and procedures in accordance with the Standard Operating Procedures (SOP) of the appraiser's department.

IV. QUALIFICATIONS: Requires valid driver's license.

- A. Experience- Six (6) to twenty-four (24) months experience doing data collection with some exposure to basic appraisal theory/courses.
- B. Education- High school diploma, G.E.D. or equivalent required.
PVD and IAAO courses relating to the mass appraisal system.
- C. Skills- Ability to read and interpret building blue prints, maps and mass appraisal generated reports. Ability to deal effectively with taxpayers on both a verbal and written basis.

APPRAISER I, APPRAISERS OFFICE - (CONT.)

D. Knowledge- Adequate understanding of appraisal theory including its application to mass appraisal. Good working knowledge of mass appraisal parameters relating to the listing of agricultural and residential properties and market modeling. Knowledge of state statutes, PVD directives and memorandums and SOP's related to ad valorem taxation. Good knowledge of basic mathematical principles. Some statistical background helpful. Required to read, write and speak English fluently with the ability to speak a foreign language helpful.

Problem Solving: Basic

Decision Making: Most routine decisions relating to the collection of property characteristic data, including grading and assignment of CDU ratings. Most routine decisions relating to verification of sales, with all work subject to approval of department head.

Supervisory: Not applicable

Financial/Budgetary Accountability: Not applicable

Interpersonal:

Register of Deeds	As needed
County Zoning Department	As needed
City Building Department	As needed
PVD	As needed
Public	Daily

Working Conditions: Subject to periods of extreme heat or cold weather. Some hazards exist such as building protrusions encountered while measuring and bad dogs. Subject to overtime.

Physical Requirements: Requires sufficient verbal acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and to communicate with others directly or by telephone. Must be in good physical condition to complete measuring and data collection procedures in accordance with SOP.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

This job description has been examined for compliance with the Americans With Disabilities Act (ADA) and the Fair Labor Standards Act (FLSA)