

## JOB DESCRIPTION

JOB TITLE: APPRAISER II  
REPORTS TO: COUNTY APPRAISER

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

DIVISION: REAL ESTATE

I. JOB SUMMARY:

This is a non-exempt position to collect and analyze data necessary to maintain and/or modify the valuation parameters within the mass appraisal system. To conduct field inspections, field interviews and surveys and otherwise maintain the databases necessary for the maintenance of real property valuations on an annual basis.

II. PRIMARY DUTIES:

- A. Collect (measure and list) data necessary to establish valuation parameters within the appraisal system.
- B. Compile and analyze data relating to the valuation of real property in the county, including but not limited to the support of the cost, market and income approaches for residential and agricultural parcels.
- C. Conduct hearings with property owners regarding the valuation of their property.

III. INTERMITTENT DUTIES:

- A. Compile data necessary to establish land and improvement values in the appraisal system.
- B. Complete and/or update data collection cards/mass appraisal database from physical inspections, interpretation of returned questionnaires, and office initiated reviews.
- C. Answer taxpayer questions relating to property descriptions, valuation criteria and parameters.
- D. Provide adequate defense of values during appeals and/or protests.
- E. Compile and analyze sales data and provide for the maintenance of all related databases.
- F. Make most decisions relating to the collection of property characteristic data, including assigning CDU ratings, some decisions regarding setting/moving of neighborhood boundaries.
- G. Request/run reports to assist in valuation analysis.
- H. Assign validity code on sale properties, subject to review by department head.
- I. Perform duties as needed upon request of department head.
- J. All functions and procedures in accordance with the SOP of the appraiser's department.

IV. QUALIFICATIONS: Requires valid driver's license.

- A. Experience- Twenty-four (24) to thirty-six (36) months experience in a mass appraisal position with moderate exposure to appraisal fundamentals and basic mass appraisal theory/courses.
- B. Education- High school diploma, G.E.D. or equivalent required.  
PVD and IAAO courses relating to the mass appraisal system.

## APPRAISER III, APPRAISERS OFFICE - (CONT.)

C. Knowledge- Excellent 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 property and market modeling, including depreciation analysis, time trend analysis, cost index derivation and use of 'stats and graphics'. Some knowledge of listing and valuation procedures related to commercial property. Excellent knowledge of state statutes, PVD directives and memorandums and SOP's. Good knowledge of mathematical principles. Knowledge of statistical measures and techniques. Required to read, write and speak English fluently with the ability to speak a foreign language helpful.

D. 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.

*Problem Solving:* Included in decision making.

*Decision Making:* All but exceptional decisions relating to the collection of property characteristic data, including the grading and assignment of CDU ratings to all residential and agricultural structure types. Most decisions relating to the appeals/protest process. Most decisions relating to verification of sales with all work subject to approval of department head.

*Financial/Budgetary Accountability:* Not applicable.

### *Interpersonal:*

Register of Deeds	As needed
County Clerk	As needed
BOCC	As needed
Property Valuation Department	As needed
Other county appraisers' offices	As needed
City Building Department	As needed

*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) .