

JOB DESCRIPTION

JOB TITLE: APPRAISER III
REPORTS TO: COUNTY APPRAISER

ORIGIN DATE: 05/01/1995
REVISION DATE: 05/24/2011
DEPARTMENT: APPRAISER
DEPARTMENT NO.: 10-25
GRADE: 6

DIVISION: REAL ESTATE

I. JOB SUMMARY:

This is a non-exempt position to collect and analyze data relating to the valuation of residential and agricultural real property in the county for ad valorem tax purposes.

II. PRIMARY DUTIES:

- A. Collect and analyze data relating to the valuation of residential and agricultural real property in the county for ad valorem tax purposes.
- B. Compile and analyze data necessary to establish and/or support valuation parameters for residential and agricultural property within the appraisal system utilizing all three approaches to value.

III. INTERMITTENT DUTIES:

- A. Assist in the collection of data to maintain current property characteristic files.
- B. Compile data necessary to establish land and improvement values in the appraisal system.
- C. Complete and/or update data collection cards/mass appraisal database from physical inspections, interpretation of returned questionnaires, and office initiated reviews. Check accuracy of field work by conducting quality control reviews per SOP/maintenance specifications.
- D. Answer taxpayer questions relating to property descriptions, valuation criteria and parameters. Answer questions that subordinates cannot answer adequately.
- E. Provide adequate defense of values during appeals and/or protests.
- F. Compile and analyze sales data and provide for the maintenance of all related databases.
- G. Make decisions relating to the collection of property characteristic data, including assigning CDU ratings.
- H. Request/run selectabilities to assist in valuation analysis.
- 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- Thirty-six (36) to forty-eight (48) months experience in a mass appraisal position with extensive exposure to appraisal fundamentals and 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. Excellent 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. 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. All decisions relating to verification of sales with all work subject to approval of department head.

Financial/Budgetary Accountability: Must ensure that work and overtime hours within the constraints of county and office policy are not abused.

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) .