



<b>WORKING TITLE:</b> APPRAISER I	<b>CLASSIFICATION:</b> APPRAISER I
<b>DEPARTMENT:</b> ASSESSOR	<b>DIVISION:</b> ASSESSMENT & TAXATION
<b>PAY RANGE:</b> OPEU 15	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9410
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JUNE 2013

### **JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

This is entry level property appraisal work. Positions of this class assist experienced Appraisers in a training capacity. After an initial training period, incumbents conduct property appraisals of increasing difficulty. Most of the appraisals deal with residential property. However, some appraisals of farmland, commercial, mobile homes and other property may be required. Employees of this class may be responsible for presenting and explaining appraisals to the taxpayer and the Board of Equalization.

***SUPERVISION RECEIVED:***

Works under the immediate supervision of the Appraising Supervisor who assigns work and reviews work for conformance with established appraisal procedures, department policy and results achieved.

***SUPERVISION EXERCISED:***

Supervision is not a responsibility of positions in this class.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- After an initial training period, appraises real property by reviewing recent sales to establish property value benchmarks and local cost modifiers.
- Assists the public by responding to their general inquiries and providing information pertinent to their concerns; refers problems or questions unable to answer to a higher level appraiser.
- Inspects property to determine class, depreciation, and functional utility; takes measurements, notes adjacent property and uses, improvements, etc.
- Performs other related work as required.

### **JOB SPECIFICATION**

**KNOWLEDGE OF:**

- Types and quality of building construction.

- Modern principles and practices used in property appraisal and all three of the approaches to value.
- Materials used in building construction.
- The fundamental principles of property tax laws for the State of Oregon.
- State statutes and administrative rules applicable to property appraisal.

**SKILL IN:**

- Reading and understanding appraisal manuals.
- Communicating effectively, both orally and in writing.
- Establishing and maintaining effective working relationships with supervisors, co-workers, other county employees, and the general public.

**ABILITY TO:**

- Read, understand and apply appraisal manuals, legal requirements and land use/zoning regulations.
- Gather, analyze and interpret statistical appraisal data.
- Interpret appraisal, aerial, soil, and topographical maps.
- Read and understand maps and legal descriptions.
- Review and evaluate appraisals in a uniform manner.
- Draft clear and concise reports relating to property appraised.
- Read and understand building construction plans, specifications and blueprints.
- Read, understand, interpret, and apply state statutes and administrative rules governing property appraisal.
- Interact with the public in a courteous and tactful manner, sometimes under stressful situations.
- Communicate effectively both orally and in writing.
- Assist in problem solving and conflict resolution among team members.
- Perform arithmetic computations, as needed.
- Work independently.
- Establish and maintain effective working relationships with supervisors, co-workers, other county employees, and the general public.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

A BA/BS degree (or higher) in real estate, business administration or a related field OR any combination of experience or education equivalent to two years in a field that would demonstrate the capacity to work as a property appraiser. Examples include: previous experience dealing with the public, in construction, real estate, or as a property appraiser.

Possession of Oregon State Certification as property appraiser is required.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's

license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*