



WORKING TITLE: APPRAISER TRAINEE	CLASSIFICATION: APPRAISER TRAINEE
DEPARTMENT: ASSESSOR	DIVISION: ASSESSMENT & TAXATION
PAY RANGE: OPEU 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This classification is an entry level position. The trainee will conduct a variety of tasks related to residential appraisal in conjunction with the trainer.

Upon satisfactorily meeting the experience, knowledge, training and special requirements of the classification, the employee may be promoted to the classification of Appraiser I.

SUPERVISION RECEIVED:

Works under the supervision of the County Assessor, Chief Appraiser or a designated trainer.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this classification.

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:

- Makes field investigation and surveys of real and personal property to verify or note differences existing on appraisal records.
- Measures buildings and draws building diagrams by computer and by hand.
- Records data in computer assessment programs.
- Makes field investigations and surveys and assembles basic data for valuation purposes for use by appraisers, supervisor or designated trainer for appraisal purposes.
- Inspects land parcels and records characteristics, including size, shape, topography, etc.
- Report's findings to appraisers, supervisor or designated trainer.
- May make computations of figures determined and supplied by appraisers.
- Assembles and records sales data for appraisers.

JOB SPECIFICATION

KNOWLEDGE OF:

- Modern principles and practices used in property appraisal and all three of the approaches to value.

- Types and quality of building construction.
- 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:

- Establishing and maintaining effective working relationships with supervisors, co-workers, other county employees, and the general public.
- Effective communication, both orally and in writing.

ABILITY TO:

- Learn types of building construction
- Learn to read, understand, and apply appraisal manuals, legal requirements and land use regulations.
- Learn to gather, analyze, and interpret appraisal, aerial, soil, and topographical maps and data.
- Learn to perform, review, and evaluate appraisals in a uniform manner, sometimes under stressful situations.
- Make clear and concise reports relating to property appraised.
- Express ideas effectively.
- Perform arithmetic computations.
- Work independently.
- Assist in problem solving and conflict resolution among team members.
- Establish and maintain effective working relationships supervisors, co-workers, other county employees, and the general public.
- Read and understand building construction plans, specifications and blueprints.
- Read and understand legal descriptions.
- Interact with the public in a courteous and tactful manner under stressful situations.
- 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. Educational training sufficient to indicate effective math and verbal abilities.

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.

SPECIAL REQUIREMENTS:

- Must successfully complete a six-month introductory period in the property Appraiser Trainee position and an additional six months of on the job training, education and other work related experience.
- Must pass the State of Oregon Appraiser Test, becoming a qualified registered appraiser, within a two-year period of beginning the program.
- Must study and pass tests on the methods manual, mapping and legal descriptions, income, cost and market approach to value, and the completion examination from the training manual developed by DOR and administered by supervisor.

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 workday.

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.