



Uintah County

Job Description

Title:	Appraiser II - Certified Residential	Code:	210.2
Division:	Administration	Effective Date:	3/07
Department:	Assessor	Last Revised:	10/18
FLSA Cat:	Non-Exempt	Pay Grade:	28

GENERAL PURPOSE

Performs **specialized and technical duties** encompassing the entire valuation process for preparation of the assessment roll, and overall functions of the Assessor Office.

SUPERVISION RECEIVED

Works under the direct supervision of the County Assessor, and training and instruction supervision of advanced level appraisers.

SUPERVISION EXERCISED

Assists with training and instruction of Appraiser Trainee and Appraiser I under direction of Assessor and Senior Appraiser.

ESSENTIAL FUNCTIONS

Assists with training and instruction of intermediate trainee and intermediate appraisers. Performs advanced level of appraisal skills with specialized knowledge of valuing real and personal property including residential, recreational, vacant land and agricultural properties.

Assists with training of Appraiser Trainee(s) and Appraiser I(s). Directly responsible to assist trainees in logging 35 appraisal experience points and preparing appraisals for submission to Division of Real Estate to qualify for testing to become licensed. Assists in development of workload priorities, deadlines, goals and project schedules. Assists in planning and organizing field work including reappraising, new growth and sales comparables. Assists in analysis of sales data for reappraisal and new growth values. Responsible for appraising multi housing properties not included in the commercial level of appraising. Directly responsible for Multiple Listing Service data used for sales comparable data. Takes Photographs, measures and diagrams sketches of existing and new construction; inspects property for construction quality, condition and functional design; processes data including replacement costs of structures by itemization and valuation of component parts; assists with development of computerized costs standards; utilizes computer models programmed with building characteristics to develop cost approach to value.

Assists with planning and organizing ongoing reappraisal and appraisal of new growth; researches building permits; travels county-wide being aware of new construction and land development.

Field inspects "greenbelt" properties; assists with segregations and combinations of properties; responds to questions from property owners on value and assessment issues.

May assist Assessor in discovery, tracking and documentation; researches and monitors business personal property activity within the County.

May assist with preparing and mailing personal property statements; updating account records; verifying itemized declarations of equipment and math calculations; processing data through computer entry; calculating taxes due; receives and receipts personal property tax payments; allocates tax liability by assigning appropriate tax districts to accounts.

May assist with preparing notices on delinquent tax accounts and seizure and sale.

Prepares for Board of Equalization by responding to questions from property owners related to the evaluation and assessment of property; values property to be fair and equitable in assessments; recalculates market values when current sales prove a need for updating files; estimates percentages on uncompleted buildings. Methodically analyzes fee appraisals for hearings; publicly supports and defends values at hearings and appeals' organizes and completes field inspections of sales comparables; researches and analyzes sales data which are the criteria used as evidence of the value of similar properties for uniformity in appraising, and used in sales ratio studies. Assists with sales ratio; makes mathematical calculations; interprets cost manuals used in appraisal of property.

Provides customer service at front counter and on telephone.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Bachelor's Degree; and
- B. Four years of progressively responsible experience performing above or related duties; and
- C. Must meet requirements for licensed appraiser for the Division of Real Estate and possess appraiser designation for the State of Utah; and
- D. Must possess a valid Utah driver's license.

Required Knowledge: specialized knowledge of areas and communities of Uintah County; higher level of mathematics; computer programs; calculators and standard office equipment; standard office procedures and policies; records management practices; filing systems; proper English usage; grammar and spelling; desirable people skills; professional telephone etiquette; positive interpersonal communication skills

Required Abilities: Analytical with logical and decisive reasoning; apply higher level of competent judgment in job responsibilities; problem solve and make decisions consistent with job requirements; analyze and interpret sales activity and translate findings into logical and supportable appraisal; apply uniformity in valuing properties; leadership skills; read blue prints, house plans, legal descriptions, deeds, plat books and maps; acute insight of details of property during field inspections and analysis; apply appraisal principals to determine fair market value; make mathematical calculations; interpret cost manuals used in appraisal of property; publicly support and defend property values in Board of Equalization hearings and Informal and Formal State Tax Commission hearings; positive attitude and interest of a team player; develop positive working relationships with supervisors, co-employees and the public; take an interest in work assignments and strive for accuracy and thoroughness; work in a field environment (out of office) for hours at a time; trainable in class room setting; communicate effectively verbally and in writing; follow written and oral instructions; work in a standard office requiring extensive sitting or standing; operate tools and equipment, i.e., calculator, computer, camera, measuring devices. Mentally healthy, emotionally stable and apply discriminating thinking.

Work Environment Incumbent of the position performs work in a typical office setting with appropriate climate controls. Tasks require variety of physical activities such as talking, hearing, seeing, writing, walking, standing, stooping, lifting, sitting, and reaching, generally not involving muscular strain. Common eye, hand, finger, leg and foot dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)