



Uintah County

Job Description

Title:	Appraiser III, Certified Residential	Code:	210.3
Division:	Administration	Effective Date:	3/07
Department:	Assessor	Last Revised:	10/18
FLSA Cat:	Non-Exempt	Pay Grade:	29

GENERAL PURPOSE

Performs **advanced level 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.

SUPERVISION EXERCISED

Assists with training and instruction of Trainees and Appraisers. .

ESSENTIAL FUNCTIONS

Farmland Assessment Act (greenbelt) Specialist. Responsible for equitable administration of the Farmland Assessment Act in compliance with Utah Code and Tax Commission Rules Regulates mandates for eligibility and classification of land, applications. audits and rollback taxes.

Land Specialist Appraiser. Responsible for land assessments county-wide on improved, unimproved and agricultural properties over 5 acres.

This position is directly responsible for training and instructing Appraiser Trainee(s) to ensure appraisal experience logs total 2000 hours, and appraisals are completed accurately and timely for submission to Division of Real Estate to qualify for testing to obtain appraiser license.

Complies with Utah Codes that apply to Mandatory Cyclical Appraisals, Sales Database for Updating Market Values, and Assessment through Sales Ration Studies. Complies with Utah Codes that apply to the 5-Year Plan for Detailed Review, and Completion of Assessment Book and Assessment Studies.

Initiates meetings with Assistant Assessor to develop workload priorities, deadlines, goals and project schedules. Participates in weekly meetings with Trainees and Appraisers to plan and organize field work including reappraising, new growth and sales comparables.

Must understand real and personal property market trends. Works with Assessor and other appraisers in determining equal and uniform assessments.

Performs advanced level of appraisal skills with specialized knowledge of valuing real and personal property including residential, recreational, vacant land and agricultural properties. Performs field inspections and sales comparables. Photographs, measures and diagrams existing and new construction; inspects property for construction quality, condition and functional design; computer process data including replacement costs of structures by itemization and valuation of component parts; assist with development of computerized cost standards; utilize computer models programmed with building characteristics to develop cost approach to value for reappraisal and new growth.

Support appraisals at County and State Boards of Equalization including Court hearings.

Customer service at counter and on telephone.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Bachelor's Degree; and
- B. Six 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: knowledge of land appraisal and building cost methods; ability to appraise real property using cost and sales comparison approaches to value; ability to compare digital imagery with property inventory data for validity; 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)