



# Uintah County

## Job Description

<b>Title:</b>	Appraiser IV – Certified General	<b>Code:</b>	210.4
<b>Division:</b>	Administration	<b>Effective Date:</b>	10/18
<b>Department:</b>	Assessor	<b>Last Revised:</b>	10/18
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	34

### GENERAL PURPOSE

Performs a variety **professional level technical duties**, without limitations or restrictions as to type and size of property, related to the appraisal of improved and unimproved rural, residential, commercial and industrial property to determine market value for county tax purposes.

### SUPERVISION RECEIVED

Works under the general direction of the County Assessor.

### SUPERVISION EXERCISED

Provides general supervision to clerical staff on a project-by-project basis.

### Essential Functions

Processes segregations and the creation of new parcels of property; determines market value; Records appraisal information on standardized report forms; reviews appraisal decision for appraisal consistency to assure equity between tax payers; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards. Compiles data according to specific methods in order to determine ad valorem value of property; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value.

Develop and finalize for commercial and industrial property for the land value guideline book.

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; supports and defends values at hearings and appeals; organize and complete 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 Assessor with sales ratio; make mathematical calculations; interpret cost manuals used in appraisal of property; publicly support and defend property values in hearings;

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Educations and Experience:
  - A. Bachelor's Degree; and
  - B. Six years of progressively responsible experience performing above or related duties; and
  - C. An equivalent combination of education and experience; and

- D. Maintain active Certified General Appraiser License through mandatory education hours; and
- E. Must possess a valid driver's license.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** geospatial features of Uintah County; high level of statics and mathematics; standard office procedures and policies; records management practices; filing systems; market changes in real property.

**Abilities/Skills:** Must be able to proficiently use the sales analysis system. Must be analytical with logical and decisive reasoning; must be able to problem solve and make decisions consistent with job requirements; apply uniformity in valuing properties in mass appraising; 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; positive attitude and interest of a team player; develop positive working relationships with supervisors, coworkers and the public; work in a field environment (out of office) for hours at a time; communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; make basic decisions where established procedures do not always apply; operate personal computer and apply various program applications related to word processing, spreadsheets.

3. **Special Qualifications:**

Must possess a valid driver's license.

Must have the Ad Valorem Certified General Designation from the USTC

Must possess a valid Certified General Appraiser License from the Division of Real Estate

4. **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.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(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)