

Uintah County

Job Description



Title:	Appraiser II, Certified Residential	Code:	210.2
Division:	Administration	Effective Date:	3/07
Department:	Assessor	Last Revised:	2/12
FLSA Cat:	Non-Exempt	Pay Grade:	25

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.

Assist with training of Appraiser Trainee(s) and Appraiser I(s). Directly responsible to assist trainees in logging 400 appraisal experience points and preparing appraisals for submission to Division of Real Estate to qualify for testing to become licensed. Assist Senior Appraiser in development of workload priorities, deadlines, goals and project schedules. Under Direction of Senior Appraiser plans and organizes field work including reappraising, new growth and sales comparables. Assist Senior Appraiser 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. Photograph, measure and diagram sketches of existing and new construction; inspect 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 costs standards; utilize computer models programmed with building characteristics to develop cost approach to value.

Methodically analyze fee appraisals for Board of Equalization hearings; support and defend values at Board of Equalization hearings and Informal and Formal State Tax Commission appeals; must understand market changes in real property; ability to review appraisals for uniformity in mass appraising; organize and complete field inspections of sales comparables; research and analyze 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. Assist Assessor and Senior Appraiser with ratio studies, which is the primary product of the sales analysis system, and a valuable measure of appraisal performance and tool for monitoring appraisal results and adjustments to valuations to reflect market changes.

Assist Senior Appraiser with planning and organizing ongoing reappraisal and appraisal of new growth; research building permits; travel county wide being aware of new construction and land development.

Field inspect "greenbelt" properties; assist Senior Appraiser with segregations and combinations of properties; respond to questions from property owners on value and assessment issues.

May assist Assessor and Property Aide/Data Specialist with Business Personal Property through discovery, tracking and documentation; research and monitor 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.

May assist with the following: customer service at front counter and on telephone; research value questions; respond to customer requests for various information on personal and real property; schedule appointments with Assessor prior to Board of Equalization; maintain cash drawer; receipt payments, prepare deposits for Treasurer's Office.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. Associates Degree or equivalent
- B. Minimum of 2 1/2 years computer and general office experience
- C. Obtain Certified Residential Appraiser License within 12 months of becoming Licensed Appraiser
- D. Accumulate a total of 500 appraisal experience points and have a minimum of 24 months work experience in appraising
- E. Pass a Certified Residential Appraiser exam through an approved certified testing center
- F. Maintain active Appraiser License through mandatory approved education hours
- G. Must possess a valid Utah drivers 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 is a typical office setting with a variety of physical activities required, i.e., talking, hearing, seeing, writing, walking, standing stooping, lifting sitting, and reaching, generally not involving muscular strain. Reasonable work speed required to be productive and efficient. Common eye, hand, finger, leg and foot dexterity exists. Frequent "in the field" travel required; frequent exposure to weather conditions and an occasional uncooperative property owner; memory for details. Must travel within the State to attend classroom education training..

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)