
| | | | |
|---------------|-------------------|-----------------|-----------------|
| EXEMPT (Y/N): | No | JOB CODE: | CSC |
| DEPARTMENT: | Assessor's Office | CLASSIFICATION: | 333 |
| SUPERVISOR: | Assessor | SALARY RANGE: | 26 |
| UNION (Y/N): | Yes | LOCAL: | 1442/Courthouse |

GENERAL STATEMENT OF DUTIES: Appraise the full range of real and personal property, including commercial, industrial and floating property for tax assessment purposes using mass appraisal approaches, methods and techniques. Make calculations to determine market and maximum assessed values of property. Respond to inquiries from the public and prepare data for presentation. Work performed is of a higher scope of responsibilities, complexity, and judgement than that performed by a Property Appraiser 1. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Gather and evaluate sales data for the purpose of determining land schedules, modifiers and depreciation schedules to be used in recalculation and reappraisal setups. Assist in the development of sales ratio studies.

Conduct appraisals of personal and real properties including commercial, industrial, residential, recreational, rural, floating and mobile home properties. Appraise new construction and additions to existing structures. Accurately enter inventory data and values into Assessment and Taxation Computer Assisted Appraisal Program. Compute values of land and improvements using the market, cost, and/or income approaches. Examine and process industrial real property returns.

Perform field inspections of properties by physically examining land and buildings to determine size, class, quality and locations. Observe depreciation, compare to benchmark properties and make adjustments. Discover new buildings or additions not previously on the assessment and tax rolls. Use copies of building permits and mobile home siting permits to aid in the discovery process.

Shall be responsible for a specific program and/or property types as assigned, such as Board of Property Tax appeals, Magistrate Division Tax Court appeals, floating property or exempt property.

Process omitted property and clerical error actions, and conduct various types of reviews for taxpayers as requested by application.

Assist the public by responding to inquiries regarding property tax laws, deferral programs, appraisal procedures, determination of market and maximum assessed values, etc. Handle complaints and explain appraisals.

Maintain necessary registration as an appraiser which is required by the State of Oregon and/or County through attendance at seminars, workshops, training sessions, etc.

Maintain pertinent resource materials to help establish assessed values. Maintain records and files within section. Defend appraisals before various appeal jurisdictions.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position, however, may be assigned to assist in training other employees.

SUPERVISION RECEIVED: Works under the direction of the Assessor who assigns and reviews work for conformance to established appraisal procedures and methods.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in related field. Two years work experience as a property appraiser in an Oregon County Assessor's Office or four years work experience in property appraisal in the private sector, including some experience with more complex appraisal projects such as commercial, industrial, exempt properties, floating property, or appeals. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified or registered as a property appraiser. Must be able to obtain registration as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010 within 90 days of employment; possession of an appropriate driver's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the principles, practices and methods of property appraisal and use of official records, such as deeds, mortgages and contracts, cadastral maps and legal descriptions. Familiarity with computers and general business software.

Ability to communicate effectively both verbally and in writing. Ability to accurately appraise a variety of land holdings. Ability to work both independently and as a team member. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here 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.

Physical demands for the position while in the office are minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc. and driving or sitting in a vehicle for long periods of time during inspections. Driving is required on a regular basis.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this

JOB DESCRIPTION: **PROPERTY APPRAISER 2**

DATE:8/14/14

job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. The performance of field work requires walking over various terrain or other hazards and exposure to all weather conditions.