

Columbia County Employment Opportunity

Civil Service Commission

230 Strand Street, St. Helens, OR 97051
Phone: (503)397-3874 www.co.columbia.or.us

May 19, 2015

POSITION: **PROPERTY APPRAISER Trainee-1-2.** This position is full-time, Civil Service, and represented by a union.

ANNOUNCEMENT #: 15-331/332/333 **DEPARTMENT:** Assessor's Office

SALARY: Trainee: \$3,739-\$4,627; PA1: \$4,020-\$4,844; PA2 \$4,422-\$5,473 per month (exclusive of furloughs). Hire typically at beginning of range. Excellent benefits, including paid PERS.

CLOSING: **JUNE 15, 2015.** Application must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

PLEASE NOTE: This recruitment is open to applicants who meet the requirements below and will be used to fill a current vacancy and vacancies that **may** occur in the next twelve months. You will be notified via email of the status of your application within approximately two weeks after the closing date. Please do not call regarding the status of the process, you will be notified if you are selected for an interview.

DUTIES: Appraise real and personal property for tax assessment purposes using mass appraisal approaches, methods and techniques. Make calculations to determine market values of real and personal property. Respond to inquiries from the public and prepare data for presentations. Perform field inspections of properties through physical examination of land and buildings. Assist public by explaining tax laws, deferral programs, appraisal procedures, determination of values.

TO QUALIFY: Trainee: Associate's degree in related field and/or two years related work experience. PA 1: Bachelor's degree in related subject. Must register within 90 days. PA 2: Bachelor's degree in related subject and must be registered as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010. Must have valid driver's license. For PA 1: Preference will be given for prior work experience in property appraisal and for prior work in a County Assessor's Office. For PA 2: Two years appraisal experience in a County Assessor's Office or four years private sector appraisal experience required, including some experience with commercial, industrial, and/or farm/forest properties. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

TO APPLY: Applicants **MUST** submit the Columbia County application form and supplemental questionnaire. The application and questionnaire must be filled out completely for consideration and the instructions online for submittal followed correctly. Incomplete or unsigned applications or applications not saved and submitted in the appropriate format will not be accepted. Complete the application and questionnaire online and email to HRJobs@co.columbia.or.us

An Equal Opportunity Employer (a copy of the County's EEOP may be obtained by calling the number listed above)