
EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	339
SUPERVISOR:	County Assessor	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	1442/Courthouse

GENERAL STATEMENT OF DUTIES: Maintain current status of reported property transfers, analyzing and verifying sales, conducting sales studies and reviewing documentation of property transfers. Perform ratio and indexing studies as required. Do related work as required.

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

Collect, evaluate and confirm sales data on property located within the County's boundaries. Maintain sales listings for general public use.

Conduct annual ratio study as required by statutes and Department of Revenue guidelines to arrive at selective adjustments in real market value for all properties. Collect and maintain records of other market data, such as time adjustments studies, local cost modifier, rental data, sales on special use properties, mobile homes, and income and expense data.

Analyze sales data to develop cost factor book modifiers, depreciation schedules and land valuation for properties being reappraised.

Process changes on status of individual accounts which include division, combination and land size.

Conduct field appraisals on a wide variety of real and personal property.

Classify sales into proper classification (e.g. urban, rural commercial, farm, etc.). Review and maintain property classification program.

Defend assessed values at hearings with written or verbal testimony.

Provide sales data to County staff, appeals boards and the general public. Assist the public by responding to inquiries regarding property tax laws, deferral programs, appraisal procedures, determination of market and maximum assessed values, etc.

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, the position may be involved in the training and orientation of similar or lower classified appraisers and office staff.

SUPERVISION RECEIVED: Works under the general direction of the Chief Appraiser who assigns and evaluates work for conformance to established 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 and five years related work experience with at least three years work experience as a property appraiser. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Registration as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010. Possession of an appropriate driver's license and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Broad knowledge of data analysis principles and techniques and real estate and economics. Knowledge of practices and procedures used in residential, commercial, farm, mobile home and land appraisals. Knowledge of recorded instruments such as deeds, mortgages and contracts. Familiarity with computers and general business software such as word processing, spreadsheets and databases.

Ability to communicate effectively both verbally and in writing. Ability to make clear, concise recommendations and reports. Ability to make accurate mathematical and statistical calculations. Ability to comprehend and interpret laws, rules and regulations and to read maps associated with various appraisal activities. Ability to analyze a variety of data for the purpose of determining its distinctive characteristics and its similarity or dissimilarity to benchmark data. Ability to accurately appraise a variety of land holdings. 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. 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. 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.