



VALLEY COUNTY JOB DESCRIPTION

Appraiser 1

Department: Revaluation

Reports to: Chief Deputy Assessor

Pay Grade: C

Date Established: 3/2018

Date Revised: 8/2021

FLSA Status: Non-Exempt

SUMMARY

Evaluates residential real property to determine valuation for taxation purposes. Work is performed under general supervision within prescribed work methods and sequences.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- With the assistance of a certified appraiser performs appraisals on residential properties;
- Reads and interpret blueprints to determine size of buildings, type of construction, number of rooms, and fixture count;
- Regularly operates a county vehicle to perform physical inspections of properties;
- Under the guidance of a certified appraiser, values vacant land and residential properties to professional appraisal standards and in accordance with state statutes;
- Under the guidance of a certified appraiser, prepares and presents information to the Board of Equalization;
- Verifies sales to determine validity;
- Answers basic property owner questions;
- Collects and analyzed income and expense information for yearly values;
- Accurately enters data into evaluation system;
- Reviews mapping system to verify legal description and determine location and size of properties;
- Provides back up to other areas within the department;
- Responds to questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

- High School diploma or equivalent;
- Must obtain State Tax Commission certification within first year of hire;
- Possess a valid driver's license;
- Knowledge of construction methods, techniques, materials, and practices, including new construction products helpful;
- Knowledge and understanding of mathematical formulas used in calculating area;
- Intermediate computer skills;
- Ability to exercise initiative and independent judgment in establishing and implementing work methods and procedures within established policy;
- Ability to work under varying and extreme weather conditions;
- Ability to read, interpret, and apply data from various documents;

- Skilled in operating a motor vehicle;
- Strong verbal and written communication skills;
- Ability to listen for understanding;
- Able to articulate ideas clearly;
- Ability to work independently and exercise initiative, with general guidance and supervision;
- Ability to work as part of a team;
- Good judgment and problem-solving skills;
- Ability to maintain a professional appearance and demeanor;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to demonstrate integrity and ingenuity in the performance of tasks and solving problems.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to type, handle materials, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to perform field inspections of property over varied and uneven terrain, in and out of buildings including stairs and in all weather conditions. Specific vision abilities include close, distance, color, and peripheral vision in addition to depth perception and the ability to adjust focus. Sufficient clarity of speech and hearing abilities includes those which permit the employee to discern verbal instructions and communicate effectively in person or by telephone. The employee works in an office and field setting where the noise level in the work environment is usually moderate.