

LINN COUNTY CLASSIFICATION

TITLE: APPRAISER TRAINEE

NUMBER: 423

PAY RANGE: 09

CATEGORY: SEIU

APPROVAL ORDER NUMBER: 2018-146

DATE: MAY 15, 2018

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assist in the appraisal of real or personal property for tax assessment purposes. The initial period of employment will serve to train the appraiser on county and office policies. After this initial training, the appraiser may be required to appraise urban and rural residential property under immediate supervision.

SUPERVISION RECEIVED: Works under direct or indirect supervision of the Assessor or persons assigned by Assessor who provides training and assigns and reviews work. Performance will be monitored for equality and conformance with established appraisal procedure methods.

SUPERVISION EXERCISED: Supervision is not a responsibility of employees in this classification.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Develop skills in the appraisal of personal, urban and rural property for tax assessment, sale, purchase, lease or rental. May be required to attend training programs and courses. Must demonstrate a conscientious effort toward self-improvement.
2. Review property descriptions and verify descriptions by field inspection.
3. Assist in making calculations and office studies pertaining to the valuation of real and personal property. May be required to assist with form preparation and posting.
4. Assist in conducting technical surveys and field investigation involving public opinion and sales studies; assist in gathering and assembling basic data influencing property values for the purpose of assessment and for the development of valuation standards; collect other data and conduct investigations to assist experienced appraisers in completing valuation studies.
5. Develop and maintain effective, harmonious and reasonable work relationships with others.
6. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that

arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Sufficient knowledge of modern principles and practices of property appraising and of assessments and tax laws. Some knowledge of the preparation and use of recorded instruments such as deeds, mortgages and contracts; some knowledge of land mapping, surveying and blue print reading. Ability to make clear and concise reports and recommendations relating to appraisals and other activities.

EXPERIENCE, EDUCATION AND TRAINING: Associates degree in related field and/or two years related work experience. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

NECESSARY SPECIAL QUALIFICATIONS: Certification as registered appraiser by the Oregon Department of Revenue, under provision of ORS 308.010 within two years of hire date. Must sign a Certificate of Confidentiality required by ORS 308.413(3). Must possess a valid Oregon Driver's License and an acceptable driving record at the time of appointment and maintain them during employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.