

# **LINN COUNTY CLASSIFICATION**

**TITLE: PROPERTY APPRAISER 1**

**NUMBER: 425**

**APPROVAL ORDER NUMBER: 2018-147**

**PAY RANGE: 12**

**DATE: MAY 15, 2018**

**CATEGORY: SEIU**

GENERAL STATEMENT OF DUTIES: A Property Appraiser is required to appraise all types of residential property, both rural and urban with limited supervision. This includes a real property personal property and manufactured homes for tax assessment purposes. As schedules allow, may be required to attend or participate in programs to gain familiarity in other appraisal areas within this office.

SUPERVISION RECEIVED: Works under the limited supervision of the Lead Residential or Chief Appraiser or persons assigned by the Assessor. Performance will be monitored for consistency and conformance with established appraisal procedure methods. Supervision may be decreased as the new appraiser demonstrates satisfactory progress.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of the positions in this class.

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. Appraise urban and rural residential properties which may include tracts of land, outbuildings and mobile homes. Prepare appraisal reports on inspected properties, utilizing databases and computer assisted analysis.
2. Review property descriptions and verify descriptions by field inspection.
3. Assist in preparing databases for studies pertaining to specific appraisal areas for real property. Assist in the valuation of personal property and help with the processing of personal property reports.
4. Assist in conducting surveys and field investigations involving such things as property sales, rents and vacancy rates to develop statistical data for making real market value conclusions.
6. Must demonstrate a conscientious effort toward self-improvement. This may result in more latitude to develop appraisal judgment skills. Must be pleasant, understanding and congenial. Must demonstrate the ability and willingness to cooperate with property owners, other appraisers, other agencies and other employees to develop equitable assessments. May be required to attend training programs and courses.
7. May be required to defend your own appraisal reports before the Board of Property Tax Appeals and help in preparation of other appeals. May be required to answer general questions and inquiries of the public, at the counter, over the phone, and out in the field.

8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. 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: Some knowledge of modern principles of real property appraisal, including land mapping and surveying; some knowledge of the fundamental principles of real property law; ability to work with appraisers of higher grade and to learn to make accurate appraisals of personal, farm or urban property and improvements thereto; ability to make clear and concise reports and recommendations relating to appraisals and other activities; ability to establish and maintain harmonious relationships with other employees, assessment officials and the public.

EXPERIENCE, EDUCATION AND TRAINING: A Bachelor's Degree, with major course work in Business Administration, Accounting, Forestry, Agriculture, Engineering, or allied fields; or an Associate Science Degree in property appraisal or real estate; or three years work experience in real estate, business administration or accounting; or successful completion of training requirements under the designated appraiser training program.

NECESSARY SPECIAL QUALIFICATIONS: Certification as a qualified appraiser by the Department of Revenue, under provision of ORS 308.010. 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 indoors and outside. Work requirements include being able to sit and move about; see, talk and hear; bend, stoop and kneel use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.