

# **LINN COUNTY CLASSIFICATION**

**TITLE: PROPERTY APPRAISER 2**

**NUMBER: 426**

**APPROVAL ORDER NUMBER: 2018-148**

**PAY RANGE: 15**

**DATE: MAY 15, 2018**

**CATEGORY: SEIU**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: A Property Appraiser is required to appraise all types of residential property, both rural and urban. This includes real property and personal property, manufactured homes (real and personal) for tax assessment purposes. May be required to complete all assigned appraisals without direct supervision. As schedules allow, may be required to attend or participate in programs to gain familiarity in the other appraisal areas within this office, commercial, industrial and special assessment.

SUPERVISION RECEIVED: Works under the limited supervision of the Lead or Chief Appraiser or persons assigned by the Assessor. Performance will be monitored for consistency and conformance with established appraisal procedure methods and maintenance of a level of performance commensurate with the Appraiser 2 level.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of this position but may be required to assist in training less experienced personnel.

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 manufactured homes. Prepare appraisal reports on inspected properties, utilizing data bases and computer assisted analysis. Be prepared to present oral reports when asked to do so and be able to explain your real market value estimate and how the maximum assessed value relates to this estimate.
2. Review property descriptions and verify descriptions by field inspection. Be able to utilize geographic information system (GIS) tools to limit the amount of field work.
3. Prepare data bases 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. Must demonstrate a conscientious effort toward self-improvement. This may result in more latitude to develop appraisal judgement skills and provide additional training for upper level appraisal positions. Will be required to attend training programs and courses. 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.
5. May be required to defend appraisals (your own and those made by any Linn County Appraiser) for any appeals process.

6. May be required to answer general questions and inquiries of the public, at the counter, over the phone and out in the field.
7. Must maintain an understanding of pertinent Oregon Revised Statutes.
8. May be required to assist in field inspections to determine eligibility for various special assessments and exemptions. 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.
9. May be required to assist in the posting, restraining, seizing and selling of property for tax collection purposes.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. 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 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: Considerable knowledge of the modern principles of property appraising; considerable knowledge of the preparation and use of recorded instruments such as deeds, mortgages and contracts; considerable knowledge of land mapping and surveying; ability to make accurate appraisals, ability to make clear and concise reports and recommendations relating to appraisals and other activities; ability to establish and maintain harmonious working relationships with other employees and the general 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 (3) years work experience in real estate, business administration or accounting; or successful completion of training requirements under the designated appraiser training program. In addition, should have two (2) years experience in real or personal property appraisal, one of these two years should have been working as an appraiser for an Oregon County Assessor or the Oregon Department of Revenue Property Assessment Division. Any

equivalent combination of experience, education and training deemed satisfactory by the Assessor and Chief Appraiser will be considered. Applicants applying for an Appraiser 2 position may be required to take a written and oral examination. The weight given to these two examinations will be the same, with preference given to the applicant with the highest combined score on the examinations.

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 the ability 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.