

LINN COUNTY CLASSIFICATION

TITLE: PROPERTY APPRAISER 3/RESIDENTIAL

NUMBER: 428

APPROVAL ORDER NUMBER: 2018-085

PAY RANGE: 19

DATE: APRIL 17, 2018

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform supervisory duties in coordinating an assigned section of the real and personal property appraisal program; appraise real or personal property for tax assessment purposes; perform the most difficult, complex and unusual appraisals.

SUPERVISION RECEIVED: Works under the general supervision of the Chief Appraiser who outlines program goals, production expectations, appraisal policies and evaluates work for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over personnel in the residential section; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

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. Organize, coordinate and assign appraisal activities in the residential/mobile home/farm section. Review completed appraisals for accuracy and compliance to accepted appraisal practices and standards.
2. Perform appraisals of the most difficult, complex and unusual properties.
3. Assist in the development of section and departmental policy formulation; implement policies, and review and recommend policy changes as necessary. Train new employees; provide technical assistance; review and evaluate the performance of subordinates.
4. Inform subordinates of changes in the laws; apply and interpret laws pertaining to appraisals. May be required to defend appraisals (your own and those made by any Linn County Appraiser) for any appeals process.
5. Gather and analyze data; determine benchmark properties; maintain records of property and sales to review.
6. Develop and maintain effective, harmonious and reasonable work relationships with others.
7. 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: Thorough knowledge of modern principles, practices and methods used in property appraisal, particularly as applied to area of responsibility.

Considerable knowledge of applicable laws to property appraisal. Considerable knowledge of the preparation and use of official records; i.e., deeds, mortgages, contracts, etc. Considerable knowledge of land mapping and surveying techniques. Considerable knowledge of aerial, topographical and appraisal maps. Reasonable knowledge of various types of soils, irrigation, and crops. Reasonable knowledge of the different species of marketable trees.

Ability to interpret and apply laws governing property appraisal. Ability to assign and supervise the work of subordinates. Ability to plan, coordinate and maintain an efficient program for conducting property appraisals. Ability to interpret appraisal, aerial and topographical maps. Ability to gather and analyze data. Ability to make accurate appraisals of a variety of landholdings, including farm buildings, and mobile home properties. Ability to prepare clear and concise reports. Ability to communicate effectively, orally and in writing. Ability to establish and maintain harmonious working relationships with supervisors, subordinates and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible experience in property appraisal which included three years of experience in the area of specialty; graduation from a four-year college or university with major coursework in business administration, economics, real estate, marketing or a related field; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATION: Certification as a qualified appraiser by the Department of Revenue under the provisions of ORS 308.010. Possession of a valid motor vehicle operator's license and an acceptable driving record.

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.