

# LINN COUNTY CLASSIFICATION

**TITLE:** **PROPERTY APPRAISER 3** (Commercial-Industrial-Special Assessment)  
**NUMBER:** 429 **APPROVAL ORDER NUMBER:** 2018-149  
**PAY RANGE:** 17 **DATE:** MAY 15, 2018  
**CATEGORY:** SEIU

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

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: 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.

## COMMERCIAL-INDUSTRIAL

1. Organize, coordinate and conduct commercial, multi-family and industrial appraisals. Review completed appraisals for reliability and compliance to accepted appraisal practices and standards.
2. Perform appraisals of the most difficult, complex and unusual properties.

## SPECIAL ASSESSMENT

3. Organize, coordinate and conduct appraisals and audits on properties that are under a Special Assessment Program.
4. Gather rental information for the special assessment of farmland. Schedule and conduct the Linn County Board of Review.

## COMMERCIAL-INDUSTRIAL OR SPECIAL ASSESSMENT

5. Assist in the development of section and departmental policy formulation; implement policies, and review and recommend policy changes as necessary.
6. Inform subordinates of changes in the laws; apply and interpret laws pertaining to appraisals.

## COMMERCIAL-INDUSTRIAL OR SPECIAL ASSESSMENT (continued)

7. Gather and analyze data; determine benchmark properties; maintain records of property and sales to review.
8. May be required to defend appraisals (your own and those made by any Linn County Appraiser) for any appeals process.
9. Train new employees; provide technical assistance.
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. 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 plat maps.

Ability to interpret and apply laws governing property appraisal. Ability to plan, coordinate and maintain an efficient program for conducting appraisals. Ability to interpret plat, aerial and topographical maps. Ability to gather and analyze data. Ability to make reliable appraisals of a variety of income producing properties and industrial 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, co-workers and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible experience in property appraisal; 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.