

Appraiser 2019-001

Position Title: Appraiser

Department: Assessor

Salary Grade:

Overtime Compensation: See Section in Personnel Policy, Ordinance No. 16-009 regarding overtime pay.

Holiday Pay: See Section in Personnel Policy, Ordinance No. 16-009 regarding holiday pay.

Probationary Period: Employee must complete 9-month probationary period with satisfactory evaluation.

F.L.S.A.: Regular full-time position *Classified*. Subject to Sierra County Personnel Policy Ordinance No. 16-009

Reports to: Sierra County Assessor

Job Summary:

Under the supervision of the County Assessor, this position performs a wide range of skilled work in the operation of real estate/property assessments.

1. Establish real estate values for residential, non-residential and commercial properties. Use county maps to locate property to be assessed. Assist co-workers in assessing every property within the county every two years. Appraisals are under a Mass. Appraisal System. Must have the ability to review 25-50 parcels per day.
2. Establish property grade, based on quality of construction and set valuation rates in accordance with legal levies.
3. Determine proper appreciation or depreciation of structures and/or land. Such evaluations are based on considerations such as land use for livestock, presence of flood controls and irrigation, type of construction, construction additions, use of property, square footage of structures, utilities available, topography of property, streets and accessibility, and other related details.
4. Measurement and sketch buildings and enter all information pertaining to appraisal on property records cards. Submit property record cards to office clerks for entry into computer system. At times there will be the need for Appraiser to enter information into computer.
5. Perform research on valuation as listed on valuation notices, as needed.
6. Assists staff with various work, including data and record maintenance.
7. Employee must perform all duties with minimal supervision.

Minimum Requirements:

Must possess a high school diploma or GED. Preference will be given to an individual with one to two years college education in related field or one to two years' experience in assessment work. Certification by the International Association of Assessing Officers (IAAO) is preferred and/or should be obtained within first year of employment. Knowledge pertinent to laws relating to ownership and appraisal methods and techniques, the use of legal descriptions, maps and the operation of various office equipment. Computer knowledge is required. Ability to understand and communicate in English. Maintain a valid New Mexico Driver's license. Ability to perform essential duties in the work conditions

described below. Ability to work with the equipment, tools, and materials listed below.

Essential Duties:

1. Assist with general office work (answer the phone, message taking, typing, computer work, etc.) as assigned.
2. Type and enters reports into the computer.
3. Maintains databases on the computer.
4. Compiles as needed.
5. Performs basic research duties as needed.
6. Performs other duties as assigned.

Work Environment:

Perform essential duties both indoors and outdoors. Indoor duties are performed under a controlled temperature environment. Employee is exposed to natural weather conditions while performing outdoor duties. Employee may be exposed to various dusts and mists while performing appraisal duties. Indoor duties are performed on an even surface, which may be carpeted or tiled. Working surface is typically dry. Employee is required to climb and descend staircases at times in the performance of essential duties. Outdoor duties may be performed on inclines or hills. Outdoor duties may be performed on surfaces such as natural ground, concrete or asphalt. Majority of duties are performed alone, with little direct supervision. Employee may be asked to perform certain duties with other employees. The position will be exposed to normal working hours, some travel, mental stress and tension. Work hazards or potential work hazards include frequent driving of vehicle, walking, some climbing and some lifting.

Equipment, tools and materials:

In performing the essential duties the following is a list of items needed in job performance:

1. Office equipment used in the performance of essential duties includes fax machine, photocopier, microfiche reader/printer, typewriter, computer terminal and keyboard, calculator and telephone.
2. Equipment, tools or materials used at appraisal sites, include various measuring devices, clipboard, writing utensils, blue prints and architectural scales for sketching of property/building.
3. Vehicle is used on a frequent basis in traveling from property to property.

Mental Functions:

1. Must be able to ask questions of supervisor, and listen to and follow verbal directions in English.
2. Must be able to read and understand written directions in English.
3. Must be able to communicate verbally with co-workers and with the general public.

4. Must be able to apply mathematical knowledge in taking measurements and in maintaining appraisal records.
5. Must be able to accurately estimate the value of real estate and property, combining mathematical knowledge as well as knowledge of construction and real estate
6. Must remain up to date concerning types of construction, as well as other factors affecting the value of real estate or property.

Physical Functions:

1. Must be able to sit, stand and work intermittently throughout the workday.
2. Must be able to stand/walk for up to four hours at one time and up to eight hours total per day.
3. Must be able to lift, carry, push and pull up to 25 pounds occasionally.
4. Must be able to work with arms extended and bent on a frequent basis.
5. Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.
6. Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Assessor the job duties can increase and or decrease.

Approved and hired this _____ day of _____, _____ by

Human Resources Director

Department Head

Employee