

Job Description: Sierra County Appraiser

Job Title: Appraiser

Department: Assessor

Reports to: Sierra County Assessor

Job Summary:

This position performs a wide range of skilled work in operation of real estate and property assessments. Establishing real estate values for residential, non-residential and commercial properties. Establishing property grades based on quality construction and set valuation rates in accordance with real estate appraisal techniques.

Duties/Responsibilities:

- *Review 20 to 30 parcels per day. Using county maps to locate property to be assessed using a mass appraisal system.*
- *Thoroughly inspects, assesses, measures, photographs, and documents the exterior conditions, features, and details of properties.*
- *Establish property grade using quality of construction and set valuation rates in accordance with real estate appraisal techniques.*
- *Assesses the value and condition of additional amenities and improvements such as swimming pools, garages, and other structures.*
- *Determine appreciation and depreciation of structures or land using 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.*
- *Drafts and prepares detailed appraisal reports in CAMA system.*
- *Maintains knowledge of real estate market conditions in the area.*
- *Measure and sketch buildings.*
- *Enter information pertaining to an appraisal on property cards and into computer files.*
- *Assist staff with duties as assigned, including research, data entry, and record maintenance.*
- *Assist public with all research and valuations listed by the Assessor's office.*
- *Performs other related duties as assigned.*

Required Skills/Abilities:

These are the minimum requirements for consideration for this role.

- *High school diploma or GED.*
- *Valid New Mexico driver's license.*
- *Excellent verbal and written communication skills.*

- *Excellent interpersonal and customer service skills.*
- *Excellent organizational skills and attention to detail.*
- *Excellent time management skills with a proven ability to multitask.*
- *Strong analytical, math, and problem-solving skills.*
- *Ability to read map or willingness to learn.*
- *Proficient with Microsoft Office Suite or related software.*
- *State Certification or willingness to obtain within the first year of employment.*
- *Ability to read, write, and speak English fluently.*
- *Follow instructions with minimal supervision.*
- *Strong willingness to learn.*

Work Environment:

Perform essential duties both indoor and outdoor.

Indoor duties are performed under controlled temperature environment.

Outdoor duties are performed under natural weather conditions (may be hot, cold, sunny, rainy).

Outdoor duties may be performed on uneven surfaces, natural ground, concrete, asphalt, or hills.

May be working alone or with other team members for long periods of time.

Physical Requirements:

Prolonged periods of sitting at a desk and working on a computer (up to eight hours per day).

Prolonged periods of standing and walking on uneven surfaces or in various weather conditions for long periods of time (up to eight hours per day).

Will be required to climb and descend staircases at times in the performance of essential duties.

Must be able to lift, carry, push, and pull up to 25 pounds at times.

Must be able to work with arms extended and bent on a frequent basis.

Must have dexterity to grasp and manipulate various office equipment and materials needed to perform essential duties.