



Lead Appraiser/Appraiser  
Specialist  
Class code: 336  
Employee Group: SEIU  
Salary Range: 24

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### I. Position Summary

Under general direction, to coordinate the activities of an assessment program, project or team; oversee the appraisal of residential, multi-family, manufactured structures, commercial, multi-industrial, farm, forest property, land, and the valuation of personal property; to oversee the work of assigned staff; and to perform related work as required.

### II. Distinguishing Features

This is a professional journey level class in the Property Appraiser series. Incumbents perform a full range of complex analytical tasks and work under direction within a framework of established procedures. This job class requires the ability to design and develop programming appropriate to the needs of the organization as well as the ability to coordinate the activities with other staff and agencies in a helpful and positive manner. The employee receives general instructions regarding the scope of and approach to projects or assignments in accordance to state laws and office procedures and policies.

### III. Examples of Essential Position Duties

- Coordinates the activities of an assessment program, project or team within the department and/or with other County departments and outside agencies. Examples of activities, include but are not limited to, oversees, assigns, monitors and assists with red tags, inventory reviews, appraiser field work, valuations, quality control, error lists, data entry, segregations, qualification and disqualifications, zone changes, new applications, valuation schedules and tables, sales confirmations, and tax roll corrections; coordinates, plans and organizes workloads outlining annual and seasonal work goals; tracks production, and completion status; conducts reviews of residential, multi-family, manufactured structures, commercial, multi-industrial, farm, forest, land appraisals and of valuation of personal property to ensure staff is assigning value in accordance with policy and procedures; mentors staff, provides or assigns on-going training for current and new staff, assures continuing education requirements of the team are met; and, implements approved policy, procedures and regulations; May provide input in the completion of employee evaluations.
- Oversees and monitors sales studies and the generation of valuation factors to be applied in the recalculation process. Interfaces or coordinates with data analyst and staff, for example, tasks related to reappraisals process, "hot spots" in maintenance areas, and ratio studies input.
- Coordinates and oversees presentations of appraisal staff for the assigned area in all administrative hearings, appeals, and tax court proceedings. May defend property appraisals and appear and/or testify in administrative hearings, appeals, and tax court proceedings.
- Researches, collects, updates, and analyzes data including but not limited to comparable sales, income and expense data, and construction costs; estimates real market value and develops or applies annual value adjustment factors. Makes recommendations, for example, for omitted or improperly valued properties, appraised value, and value assignment and processes.
- May assist with or conduct appraisals or valuation of property to establish real market value using approved appraisal methods and techniques.
- Participates in and trains other staff in areas such as valuation standards, changes in the law

and administrative hearings, appeals, and tax court proceeding.

- Keeps current on government reports, trade publications, periodicals, and department of Revenue updates for information on real market and economic trends, and attends conferences and trainings specific to valuation craft.
- Responds to public inquiries for information and clarification; assists office assistants with troubleshooting.
- Assists in the development of policies and operating procedures to achieve department goals.
- Utilizes applicable computer systems to develop, compile, and maintain related databases; performs analysis of data for valuation purposes; develops and applies property trending techniques, and depreciation factors to compute values.
- Adheres to County and departmental policies, procedures, and safe work practices, policies, and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public, and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

#### IV. Knowledge, Skills and Abilities

Requires thorough knowledge of principles, methods and techniques relating to the inspections assessment, and valuation of property; field data analysis; rules, laws, and regulations applicable to assessment; construction characteristics, quality, and standards; and real estate transactions. Ability to direct and guide the work of team members; research, collect, and analyze real estate, market, construction cost, and other related data to arrive at conclusions of real market and assessed values; apply valuation principles and techniques; read and interpret a variety of written materials including recorded instruments, reports, logs and files; create clear and concise reports and recommendations; prepare and maintain accurate records; make presentations and defend property values before appeal authorities; communicate effectively both orally and in writing; follow oral and written instructions; establish and maintain cooperative working relationships with those contacted in the course of work; use mathematics to make calculations associated with area of assigned duties; prioritize work to meet established deadlines; use a variety of office machines, computers and peripheral equipment, drafting tools and supplies related to assigned duties; and interpret and explain department policies and procedures as necessary.

#### V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

##### **Education and Experience**

- A combination of education and experience equivalent to completion of a Bachelor's degree from an accredited college or university in business, accounting, engineering, agriculture, or related field AND three years of progressively responsible appraisal experience including program coordination OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

**Licenses, Certificates and Other**

Must have a valid Oregon driver's license with an acceptable driving record. Registration as a Property Appraiser III per Oregon Revised Statute 308.010 within one year of appointment.

**Physical Demands** (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Requires the ability to perform field appraisals including exertion of a moderate amount of physical effort; requires sufficient hand/eye coordination and dexterity in the use of fingers, limbs or body to perform semi-skilled repetitive movements, filing, data entry and/or use of other office equipment or supplies; must be able to perceive forms and colors accurately; requires the ability to operate motor vehicles. Tasks involve frequent walking over rugged terrain and on steep slopes, standing, lifting and carrying objects up to 50 pounds and some climbing. Tasks are regularly performed outdoors with exposure to adverse environmental conditions such as heat, cold, wetness, dust, odors, and vehicular exhaust fumes.

**Working Environments**

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, chemicals, paint, traffic hazards, noxious plants and wildlife. May include exposure to disruptive people.

**VI. Additional Information**

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 11/11