

PROPERTY APPRAISER II

Class Code: 332

Range: E/21

Definition: Under general direction, to perform responsible duties related to the assessment of residential, rural, commercial, income, farm and/or forest properties for tax evaluation purposes.

Distinguishing Features: This is a professional journey level class. Incumbents perform a full range of complex analytical tasks and work within a framework of established procedures. At this level, incumbents work with only occasional instruction or assistance. Employees in this classification may provide direction and training to clerical or new staff; however, these tasks are ancillary to the main focus of the position. Work is normally reviewed only upon completion and for overall results.

Examples Of Essential Position Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- Perform physical inspections of properties; inventory and appraise residential and rural for tax assessment purposes.
- Describe and classify property improvements using approved guidelines.
- Interview contractors, builders, wholesalers and retailers to obtain local construction cost data for residential and rural properties.
- Record information; compute market values and cost of reproduction; note physical, functional or economic factors to establish fair and accurate values of real property.
- Locate, investigate and confirm property sales; compute and establish market value benchmarks, neighborhood adjustments, time trends and depreciation schedules.
- Compile and format raw data; schedule code grouping for input to computer assisted appraisal program (CAAP).
- Inspect farms and forest properties; review income and properties for compliance with farm use guidelines and forest special assessment.
- Process farm and forest applications; review and process disqualifications and appeals.
- Conduct Farm Board meetings and studies; establish and secure approval of farm values.
- Review schedules and CAAP values; inform supervisor of errors, inaccuracies and inequities on appraisals and assessed values.
- Prioritize and screen field reviews of building permits by the type and complexity of construction.
- Prepare and update aerial photographs and field maps.
- Recommend methods to resolve unique or problem appraisals on a variety of properties.
- Maintain, update, use and protect current county records, special studies and historic data used in the performance of duties.
- Train and provide work direction to new employees; inform and instruct staff in the principles and laws governing special assessments.
- Prepare appraisal reports, records and correspondence.
- Respond to public inquiries on property valuations, complaints, appeals and the appraisal process; explain policies and procedures.
- May appear in tax court, small claims court, the Department of Revenue or the Board of Equalization to testify on property appraisals.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- Locate, and retrieve county records and files; assemble materials for field work; re-file materials upon completion.
- Assist planning and building departments concerning code violations.
- Input raw construction and cost data into computer assisted assessment program. May assist in computer programming as skills allow and as needed.
- Perform related duties as required.

Qualifications:

Minimum Qualifications: A Bachelor's degree from an accredited college or university in property appraisal or a related field plus one year experience as a registered property appraiser OR an Associate's degree in property appraisal or a related field plus one year of related experience plus one year experience as a registered property appraiser OR four years of experience in a related field plus one year of experience as a registered property appraiser.

Knowledge, Skills, and Abilities: Requires knowledge of theories, principles and techniques of real estate appraisal, farm and forest use special assessments; income approach to valuation; familiarity with the CAAP system used by the Department of Assessment and Taxation; farm commodities grown in the area and farming practices associated with them; property identification references; special assessment programs for farm and forest properties; exempt properties, taxing districts, property value appeal procedures, tax deferral programs; construction techniques, styles and materials; Ability to read and interpret maps and legal descriptions; determine whether properties are in compliance with stocking guidelines and reforestation plans; meet continuing education requirement to maintain an active Oregon state appraiser's license; identify and analyze complex problems and make sound recommendations; use statistical analysis to prepare spread sheets, determine formulas; accurately input data to the county CAAP system; establish and maintain cooperative working relationships with those contacted in the course of work; use mathematics to calculate costs and establish property values; use a variety of office machines including computers, calculators and other appraisal tools and equipment; interpret and explain department policies and procedures.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to walk over steep or uneven terrain; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements such as typing, filing, data entry and/or use of calculators, ten-key adding machines or other office equipment or supplies. Requires the ability to operate a motor vehicle.

License or Certificate: Possession of an Oregon state license as a Registered Appraiser II. Also, a current, appropriate Oregon driver's license and a good driving record.