



JOB DESCRIPTION

<i>Title</i>	Property Appraiser I			
<i>Department</i>	Assessment & Taxation		<i>Job Class</i>	A 14 3
<i>Driving Required</i>	Yes		<i>Safety</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads		<i>FLSA</i>	Non-exempt
<i>Created</i>	Jan. 2014	<i>Reviewed</i>	Jan. 2023	<i>Revised</i>

Purpose

Property Appraiser I is the entry and training level position in this series, and assignments are subject to close review while in progress and upon completion. Initial assignments for the Property Appraiser I are under close supervision, but as experience is gained and tasks are successfully accomplished, the degree of supervision lessens. This is an “on-the-job” training program designed to perform field inspections to appraise new and existing residential structures, manufactured homes, farm structures, and land and/or personal property for the purpose of establishing a value upon which property taxes will be assessed. Accumulate, assimilate and analyze data to determine real market value. Communicate with public to explain procedures and answer questions. Perform additional work as required.

The Department of Assessment and Taxation is responsible for the assessment of real and personal property, construction of assessment rolls and the collection, recording and preparation of the board order for distributing of all tax monies within the county. Assessment functions comprise the construction of the assessment roll, maintenance of the reappraisal cycle, maintenance of general assessment records and maintenance of special assessment records.

Essential Functions

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Assist in the appraisal of urban, rural, income producing or personal property for tax assessment purposes.
- Inspect exterior and interior of buildings to determine classification according to established standards and guides. Examine and take into consideration the quality of materials, fixtures, equipment and general construction and condition. Determine boundaries by use and interpretation of maps, legal descriptions, and aerial photographs as required. Inspect and analyze land to establish highest and best use.
- Record factual information and comment on appraisal forms, highest & best use, topography and view. Take photographs as required, use GIS tools and record results of inspection.
- Assist supervisor and measure buildings and compute total area. Prepare scale



JOB DESCRIPTION

drawings of the locations of buildings and improvements in relation to property lines. Sketch maps to assist in field locations.

- Estimate residential construction costs and replacement costs less normal depreciation from appraisals. Assist with estimates of residential property by comparison with sales or comparable property.
- Visit and interview owners, contractors, real estate agents, and others to obtain data relating to terms and conditions of sales, listings for sale, and other indicators of value of real property.
- Respond to citizen inquiries regarding assessments and reassessments. Provide information regarding appraisal techniques and methods and explain how values are established and computed.
- Prepare detailed reports on appraisals and the valuation performed.
- Follow all safety rules and regulations established for work areas. Maintain work areas in a clean and orderly manner.

Additional Information: The Property Appraiser 1 is part of a promotional career path. Appraisers in the Property Appraiser 1 classification may be promoted to the Property Appraiser 2 classification upon satisfactory completion of an approved training, development plan and county needs. Possession of the required knowledge, skills and abilities at the higher level must be documented in an approved promotional checklist.

Notice: Individuals in this position shall not be permitted to perform private appraisals nor be involved in any real estate transactions (other than personal) in accordance with the established policy of the Assessor's Office.

Education & Experience

Requires registration as a registered appraiser in the State of Oregon through the Oregon Department of Revenue or the ability to acquire upon appointment. Must possess and maintain driving privileges in the state of Oregon.

Knowledge, Skills & Abilities

Knowledge of:

- Real estate, real property values (including three concepts of appraisal methods).
- Building construction basics that are collectively necessary to accurately and independently appraise residential structures, land and/or personal property
- Mathematics that involves calculating percentages, areas, interpolation, extrapolation, statistical functions of central tendencies and regression analysis, as well as basic economics;
- Public relations skills.
- Intermediate experience with Excel, Word, and computerized databases is required.
- Able to keep accurate records and make clear, concise reports, validate conclusions and define and select alternatives, project consequences of decisions and their



JOB DESCRIPTION

recommendations.

- Able to learn to effectively explain the appraisal process and specific information to taxpayers.
- Establish and maintain effective working relationships with the public and departmental staff.

Desired Qualifications

- Ability to read and interpret maps blueprints, sketches, aerial photographs, legal descriptions and, read and interpret various codes concerning revenue and taxation.
- Knowledge of applying laws and regulations regarding property taxation.
- Ability to obtain, organize and draw conclusions from gathered data using statistical analysis.
- Equivalent to a four-year college education in business administration, real estate, finance, agronomics, forestry or other related field

Physical Demands

Physical demands on the position are minimal involving movement of boxes, files, records, and other materials typically not exceeding 25 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Work is performed both in an office environment and outdoors in all terrains when making property inspections. Social interaction with the public is necessary.

Supervision Received and Exercised

Reports to the property appraisal supervisor. Supervision is not a responsibility of this position.