



# JOB DESCRIPTION

<i>Title</i>	<b>Senior Property Appraiser</b>		
<i>Department</i>	Assessment & Taxation	<i>Job Class</i>	A 19 3
<i>Driving Required</i>	Yes	<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt
<i>Created</i>	August 2021	<i>Reviewed</i>	October 2022
		<i>Revised</i>	

## **Purpose**

To coordinate and perform residential, farm and forest, commercial/ industrial, and/or data analysis appraisals in the County Assessor's office as assigned to meet appraisal objectives, including quality, equity, and uniformity.

## **Essential Functions**

A person employed in this classification must possess the capability 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.

- Perform pre-appraisal studies, such as developing appraisal benchmarks and defining neighborhoods.
- Perform varied appraisals, including those for larger and more complex properties.
- Act as lead appraiser, perform specialized data analysis or commercial/industrial appraisals and produce ratio studies as assigned.
- Locate and inspect commercial and residential structures and land and or personal property in assigned area of the county to determine real market value as a basis for tax assessment.
- Determine boundaries by use and interpretation of maps, legal descriptions and aerial photographs as required. As appropriate, take measurements, determine improvements, depreciations, usage changes, and economic factors affecting value of property. Take photographs as required and record results of inspection in field book.
- Perform appraisals of personal property such as boats, logging equipment, manufacturing operations, condominium furnishings, and retail establishments.
- Review completed appraisals for quality, uniformity, and equity, and monitor appraisal progress to meet established appraisal objectives.
- Accumulate and analyze data such as comparable sales, construction costs, maps, and zoning to compile written appraisals with supportive documentation to be submitted to data processing system.
- Respond to citizen inquiries regarding assessments and reassessments. Provide information regarding appraisal techniques and methods and explain how values are established and computed.
- Update records, maps, tax assessment accounts and data files using information gathered during course of duties to ensure the accuracy of future assignments.
- Follow all safety rules and regulations established for work areas.



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- Maintain work areas in a clean and orderly manner.

## ***Mandatory Qualifications***

### *Education and Experience:*

Bachelor's degree or equivalent education in business administration, agronomics, forestry, or other related field. Minimum of four years' progressive tax appraisal experience or any satisfactory combination of experience and training, as determined by the Assessor. Registration as a certified appraiser in the State of Oregon or ability to immediately acquire upon appointment. Must possess and maintain driving privileges in the State of Oregon.

### *Knowledge, Skills and Abilities:*

Broad knowledge of the techniques and procedures necessary to accurately and independently appraise residential or commercial structures, land and/or personal property and to produce a ratio study. Mathematics skills including calculations involving decimals and percentages, statistical procedures and analysis, and financial analysis. Demonstrated ability to work well with the public and maintain positive professional working relationships. Able to read and interpret maps, aerial photographs, and legal descriptions.

### *Special Requirements:*

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

## ***Desired Qualifications***

## ***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 in a typical office environment as well as outdoors in all weather conditions and in rough and uneven terrain during property inspections.

## ***Supervision Received and Exercised***

Works under the direct supervision of the property appraisal supervisor. May frequently assign and review the work of the level I and II appraisers based on past experience and workloads. May be assigned to work with an appraiser trainee and to report the trainee's progress to the appraisal supervisor. This position does not include the authority to discipline, hire, fire, nor effectively recommend the same.