



Grand County

Job Description

Title:	Licensed Appraiser	Job Code:	1215
Division:	Real Property	Effective Date:	09/2017
Department:	Assessor	Last Revised:	

GENERAL PURPOSE

As a Licensed Appraiser, performs a variety of **working level complex technical duties** encompassing the complete valuation process from discovery to defense of tax assessment; performs inspection, classification, appraisal and valuation of countywide personal and real properties as needed to determine tax valuation.

SUPERVISION RECEIVED

Works under the general supervision of the County Assessor, Chief Deputy Assessor or Certified Residential Appraiser.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs the inspection, classification, valuation and appraisal of real property including residential and agricultural properties; completes computer input of data and processing of documentation as needed to create county assessment roll; may attend equalization hearings or offer testimony in court as needed.

Determines valuations of varied types of real property; compiles and maintains catalogues of valuations; performs sales ratio studies; derives replacement costs of structures by entry and computation and by itemization and valuation of component parts; ascertains significant variation from standards; develops computerized cost standards, utilizes computer models programmed with building characteristics to develop cost approach to value; inspects and appraises a wide variety of property, i.e., residential, raw land, farms, barns, out buildings, etc.; makes appraisal decisions for complex property.

Participates in ongoing reappraisal and appraisal efforts of residential and rural properties; surveys county building activity for new construction or improvements assessing quality, condition and functional design.

Records appraisal information on standardized report forms in order to determine Ad Valorem value of property; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value; reviews appraisal decision for appraisal consistency to assure equity between taxpayers; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards.

Travels through designated areas being alert to new construction and land development; researches building permits records, sales and leases, plat and tax rolls; locates new property developments, contacts property owners to arrange for appraisals; utilizes county appraisal system as USPAP approved appraisal methodology.

Coordinates with County GIS staff, monitors segregation and combinations of properties; collects, evaluates and prepares sales for local sales ratio study; monitors MLS information; evaluates computerized appraisals to verify accuracy; monitors computer data and programs related to property valuation and appraisal.

May assist to conduct "greenbelt" valuations; assists with roll back applications; locates and analyzes changes in land use and makes appropriate adjustments in property appraisals; applies market, cost or income approach to determine property values; computes rollback taxes and issues new tax billings to property owners.

Responds to questions from property owners related to the evaluation and assessment of property; operates computer to obtain results needed for fair taxation; enters property values as needed; recalculates market values when current sales prove a need for updating files; estimates taxes on uncompleted buildings.

Assists to process residential exemption applications and home owner questionnaires; receives and logs building permit information and schedules appraisal of property; rotates as "appraiser on duty" (AOD) and provides technical assistance to the general public.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with an associate degree; or two (2) years of job related; plus, 150 hours of specialized training in residential and agricultural appraisals;

AND

B. Two (2) years of progressively responsible experience performing above or related duties,

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property (income approach); computer assisted property appraisal; tax laws of the State of Utah as they relate to property tax and the taxing process; Farmland Assessment Act; taxation appeals processes related to board of equalization and court proceedings; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; technical report writing; physical attributes of Washington County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills. **Some knowledge of** statistics, computer modeling, blue print reading; drafting principles and terminology; county geography; basic principles of supervision.

Skill in operating a variety of tools and equipment, i.e., digital cameras, drafting instruments; measuring devices; video equipment, etc.

Ability to analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales ratio studies; visually observe the details of property and arrive at a accurate and equitable appraisal; apply appropriate methods of valuation; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, drafting instruments, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions; interpret, develop and analyze cost manual used in appraisal of property.

3. Special Qualifications:

Must be a licensed real estate appraiser by the State Division of Real Estate.
Must maintain license through completion of bi-annual state training.
Must possess a valid Utah driver's license.

4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Occasional lifting of up to 50lbs. Some hiking in uneven terrain and driving on unimproved road conditions. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)