



<p><b>POSITION DESCRIPTION</b></p> <p><b>Certified Residential Appraiser</b></p> <p><b>FLSA Status: Non-Exempt</b>  <b>County Classification: Occupational</b>  <b>Salary Grade/Band: 13</b></p>	<p style="text-align: right;"><b>28 January 2015</b></p> <p style="text-align: right;"><b>Reports to: Duchesne County Assessor</b>  <b>Revised:</b>  <b>Human Resources Initials: _____</b></p>
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<p><b>POSITION PROFILE</b></p> <p>Performs specialized and technical duties, encompassing the entire valuation process for preparation of the assessment roll, and overall functions of the Assessor Office. Works under the direct supervision of the County Assessor, Chief Deputy. Provides training and instruction and supervises advanced level appraisers.</p>
<p><b>GOALS</b></p> <ul style="list-style-type: none"> <li>• To ensure work performance, effective time management practices, and attention to detail.</li> <li>• To assist the public promptly, professionally, and efficiently.</li> <li>• To be a strategic partner in the overall operations of the Assessor's Office.</li> </ul>
<p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Performs advanced level of appraisal skills with specialized knowledge of valuing real and personal property including residential, recreational, vacant land and agricultural properties.</li> <li>• Assists Chief Deputy in development of workload priorities, deadlines, goals and project schedules.</li> <li>• Under Direction of County Assessor or Chief Deputy, plans and organizes field work including reappraising, new growth and sales comparables.</li> <li>• Assists in analysis of sales data for reappraisal and new growth values. Responsible for appraising multi housing properties not included in the commercial level of appraising. Directly responsible for Multiple Listing Service data used for sales comparable data.</li> <li>• Photographs, measures and diagrams sketches of existing and new construction; inspects property for construction quality, condition and functional design; computer processes data including replacement costs of structures by itemization and valuation of component parts; assists with development of computerized costs standards; utilizes computer models programmed with building characteristics to develop cost approach to value.</li> <li>• Methodically analyzes fee appraisals for Board of Equalization hearings; supports and defends values at Board of Equalization hearings and Informal and Formal State Tax Commission appeals; must understand market changes in real property; ability to review appraisals for uniformity in mass appraising; organizes and completes field inspections of sales comparables; researches and analyzes sales data that are the criteria used as evidence of the value of similar properties for uniformity in appraising, and used in sales ratio studies.</li> <li>• Assists Assessor and Chief Deputy with ratio studies, which is the primary product of the sales analysis system, and a valuable measure of appraisal performance and tool for monitoring appraisal results and</li> </ul>

adjustments to valuations to reflect market changes.

- Assists Chief Deputy with planning and organizing ongoing reappraisal and appraisal of new growth.
- Researches building permits; travels county wide to become aware of new construction and land development.
- Field inspects “greenbelt” properties; assists Chief Deputy with segregations and combinations of properties; responds to questions from property owners on value and assessment issues.
- May assist Assessor and Property Aide/Data Specialist with Business Personal Property through discovery, tracking and documentation; researches and monitors business personal property activity within the County.
- May assist with preparing and mailing personal property statements; updating account records; verifying itemized declarations of equipment and math calculations; processing data through computer entry; calculating taxes due; receiving and receipting personal property tax payments; and allocating tax liability by assigning appropriate tax districts to accounts.
- May assist with preparing notices on delinquent tax accounts and seizure and sale.
- May assist with the following: customer service at front counter and on telephone; research value questions; respond to customer requests for various information on personal and real property; schedule appointments with Assessor prior to Board of Equalization; maintain cash drawer; receipt payments for motor vehicle transactions.
- Publicly support and defend property values in Board of Equalization hearings and Informal and Formal State Tax Commission hearings.
- Performs related duties as required.

#### **EDUCATION AND EXPERIENCE**

- Bachelor’s Degree or Education to satisfy Utah Department of Commerce Division of Real Estate or hold appropriate license.
- Considerable experience in assessment services, and/or property appraisal (real or personal) which has led to the acquisition of the required knowledge, skills and abilities;

#### **CERTIFICATIONS AND LICENSES**

- Obtain or be certified with a Residential Appraiser License within 18 months of becoming a Licensed Appraiser. Accumulate a total of 2000 appraisal experience points and have a minimum of 24 months work experience in appraising;
- Pass a Certified Residential Appraiser exam through an approved certified testing center;
- Maintain an active Appraiser License through mandatory approved education hours;
- Must possess a valid Utah driver’s license

#### **SKILLS/ABILITIES**

- Considerable knowledge of terminology unique to the appraisal field;
- Knowledge of current principles, procedures, techniques and approaches to value used in the appraisal of real property; computer assisted property appraisal;
- Knowledge and experience with tax laws of the state of Utah as they relate to property tax and the taxing process; taxation appeals processes related to board of equalization;
- Specialized knowledge of areas and communities of Duchesne County;
- Application of higher level of mathematics; computer programs; calculators and standard office equipment; standard office procedures and policies; records management practices; filing systems; proper English usage; grammar and spelling;

- Knowledge of material quality and cost of construction; technical report writing; methods of land appraisal;
  - Read blue prints, house plans, legal descriptions, deeds, plat books and maps;
  - Apply appraisal principals to determine fair market value;
  - Working knowledge of state statutes related to assessment;
  - Ability to understand and implement the principles and practices of appraisal, taxation, geographic information systems, statistical analysis and valuation modeling; and
  - Develop effective working relationships with elected officials, professionals, the public, and coworkers.
  - Exemplifies professional and courteous customer service and interpersonal relations.
  - Ability to establish and maintain effective working relationships with the public, employees, County officials, and representative agencies.
- Focus directed toward various activities in the Assessor's office.

### **PERFORMANCE MEASUREMENTS**

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

### **LANGUAGE SKILLS**

- Ability to read, analyze, and enter detailed information as required under statute and in accordance with established policies and procedures.
- Ability to respond to inquiries from public, agencies, companies, and other departments to fulfill requests for information.
- Ability to interpret and carry out complex instructions and assignments as warranted.
- Ability to impart information to others when necessary.

### **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Apply analytical with logical and decisive reasoning.
- Analyze and interpret sales activity and translate findings into logical and supportable appraisals
- Apply higher level of competent judgment in job responsibilities.
- Technical ability to use computer aided mass appraisal systems.

### **PHYSICAL REQUIREMENTS**

- Work Environment is a typical office setting with a variety of physical activities required, i.e., talking, hearing, seeing, writing, walking, standing stooping, lifting sitting, and reaching, generally not involving muscular strain.
- Regularly: Sit at a desk or table; drive a motor vehicle; work for sustained periods of time maintaining concentrated attention to detail; and distinguish between shades of color.  
Occasionally: Walk, stand, or stoop; lift or otherwise move objects weighing up to 25 pounds.
- Employee must be able to maneuver in tight places such as the records vault and in filing areas when necessary.
- Frequent "in the field" travel required. May be exposed to weather conditions.

**HAZARDS**

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

**ADA STATEMENT**

- Ability to perform the essential functions of this position with or without reasonable accommodation.

**DISCLAIMER:** The above statements describe the general nature, level, and type of work performed by the incumbent) 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.