



<p><b>POSITION DESCRIPTION</b></p> <p><b>Appraiser Trainee</b></p> <p><b>FLSA Status: Non-Exempt</b>  <b>County Classification: Occupational</b>  <b>Salary Grade/Band:</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>Assists appraisers with inspection, classification, appraisal and valuation of real and personal properties county-wide. Performs complex duties encompassing the entire valuation process, and overall functions of the Assessor Office.</p> <hr/> <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> <hr/> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Assists Appraisers with inspection, measuring, diagramming, photographing, classification, appraisal and valuation of real and personal property including residential, recreational, vacant land and agricultural properties.</li> <li>• Measures and draw sketches of existing and new construction; assists with inspections of properties; computer process data including replacement costs of structures by itemization and valuation of component parts.</li> <li>• Records and maintains files on appraisal information on standardized report forms.</li> <li>• Assists with field inspections and researching sales comparables.</li> <li>• Works with appraisers in ongoing reappraisal, and field work and appraisal of new growth; assists with researching building permits; travels with appraisers county wide being alert to new construction and land development.</li> <li>• Working knowledge of legal descriptions, plat maps, house plans and blue prints.</li> <li>• Assists with data entry of segregations and combinations of properties.</li> <li>• Assists Assessor and Property Aide/Data Specialist with Business Personal Property through discovery, tracking and documentation; researching, and monitoring business personal property activity within the county.</li> <li>• Assists with preparing and mailing personal property statements; updating account records; verifying itemized declarations of equipment; math calculations; processing data through computer entry; calculating taxes due; receive and receipt personal property tax payments; allocate tax liability by assigning appropriate tax districts to accounts.</li> </ul>
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- May assist with preparing notices on delinquent tax accounts and seizure and sale.
- Customer service at front counter and on telephone; researching value questions; responding to customer requests for various information on personal and real property; scheduling appointments with Assessor and Appraisers prior to Board of Equalization; notarizing documents; maintaining cash drawer, receipting payments, preparing deposits for Treasurer's Office; scanning documents as needed.
- Performs other duties as business needs necessitate.

#### **EDUCATION AND EXPERIENCE**

- Associates Degree
- Two years (2) of experience performing above or related duties.

#### **CERTIFICATIONS AND LICENSES**

- Complete courses to become an Appraiser Trainee.
- Must possess a valid Utah driver's license.

#### **SKILLS/ABILITIES**

- Some knowledge of property appraisal and tax assessment processes; working knowledge of standard office procedures and policies and general knowledge of demographics of Duchesne County.
- Ability to accurately and thoroughly complete assignments related to position; basic mathematics involving the use of addition, subtraction, multiplication and percentages; the operation of standard office equipment; complex filing systems, alphabetical and numerical and computer operation.
- Ability to work effectively with coworkers, management and the public.
- Ability to follow written or oral instructions and to problem solve and make decisions.
- 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 impart information to others when necessary.

## REASONING ABILITY

- Ability to interpret and carry out complex instructions and assignments as warranted.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Apply analytical with logical and decisive reasoning.
- 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 subject to external 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.