



## **Certified Property Appraiser**

**Department: Cassia County Assessor's Office**

**Pay Range: DOE \$20+**

**Posted Date: 7/14/22 until filled**

### **General Statement of Duties**

Performs technical duties related to the appraisal of improved and unimproved rural, farm, and residential land, commercial properties, manufactured homes and/or personal property to determine market value for ad valorem tax purposes; performs related work as required.

### **Classification Summary**

The principal function of an employee in this class is to work closely with the Chief Deputy and the Assessor in the techniques and methods of property appraisal providing fair, accurate values for property and improvements. The Certified Property Appraiser works in all aspects of valuation in the performance of their duties. The work is performed under the general direction of the Assessor. With assignment to a certified Chief Deputy Property Appraiser. The nature of the work requires the employee to be detail oriented and time sensitive to mandated deadlines. The principal duties of this class are performed in the field and in the general office environment.

### **Examples of Work**

#### **Essential Duties and Responsibilities**

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Performs appraisal of rural, residential, manufactured housing, commercial properties, and personal property to arrive at an estimated fair market value for ad valorem tax purposes;
- Records appraisal information on standardized report forms and on computer;
- Answers questions of property owners related to the valuation and assessment of property;
- Interviews persons familiar with property, collects income and expense information, takes measurements and makes sketches of the same;
- Inspects property for the type and quality of construction, condition, and functional design;
- Compiles data according to accepted appraisal practices to determine fair market value;
- Prepares diagrams of appraised properties; collects income and expense information, takes measurements and makes sketches of the same;
- Maintains current files and records of property sales within County to monitor trends of impending changes in market values;
- Travels through designated areas being alert to new construction and land development;
- Prepares documentation; processes paperwork and performs computer data entry; conducts audits to assure accuracy of records;
- Responds to citizens questions comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.
- Performs other related duties as required

### **Required Knowledge, Skills and Abilities**

#### **Knowledge of:**

- Current office practices;
- Operation of standard office equipment and personal computer

## **Ability to:**

- Work cooperatively and constructively with fellow workers and members of the public to provide public service of the highest quality and quantity;
- Follow written and oral directions;
- Visually observe the physical details of property and arrive at an accurate and equitable appraisal;
- Apply appropriate methods of valuation;
- Make mathematical calculations in determining percentages, volumes, areas, and other necessary and related calculations;
- Interpret cost manuals used in appraisal of personal and real property;
- Make judgment decisions in the appraisal process;
- Read legal descriptions, deeds, plat books maps and blueprints;
- Operate a variety of tools and equipment such as calculator, camera, measuring devices, and related required tools;
- Work under varying and extreme weather conditions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret, and apply laws, resolutions, ordinances, codes, and contracts;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Operate a motor vehicle;
- Prepare statistical reports and records;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected officials, and the public;
- Respond to citizen requests in a courteous manner;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines.

## **Acceptable Experience and Training**

- High school diploma or GED equivalency required or Bachelor's degree strongly preferred; or
- One (1) to three (3) years of experience in real estate sales or a related field preferred; or
- Any equivalent combination of experience and training which provide the knowledge and abilities necessary to perform the work.

## **Special Qualifications**

- Must maintain Certification status by keeping up on Continuing Education classes approved by the International Association of Assessing Office, and the State of Idaho.
- Idaho driver's license

## **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instruction and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and observe, inspect, and appraise real and personal property;
- Sufficient personal mobility, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct field inspections, often driving or walking through rural unimproved property, and working and office environments.