

APPRAISER

KIND OF WORK

Professional work in valuing property, reviewing assessments, and disseminating information for purposes of property taxation.

NATURE AND PURPOSE

An employee in this class assists in developing a program for the uniform appraisal of real property within an assigned area. Responsibility includes advising and instructing county assessors and taxpayers in approved assessment procedures. Direction is received from a Senior Appraiser or Appraisal Supervisor through consultation and review of written reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Appraises urban and rural land, as well as residential, commercial and industrial structures.

Aids in the classification of property for county assessor.

Reassesses property for purposes of comparison with present assessment.

Takes photographs to be used in appraisal of dwellings and commercial/industrial buildings.

Consults with county officials and conducts schools to develop uniform assessment and appraisal practices.

Answers telephone inquiries from both county officials and taxpayers regarding the property tax.

Corresponds with county assessors and taxpayers on matters relating to property taxation.

Aids in the development of the annual sales ratio study.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of modern principles and practices of appraising and assessing real property.

Considerable knowledge of laws and regulations pertaining to the administration of property tax.

Ability to:

Ability to accurately appraise and classify real property.

Ability to meet local officials and the general public and to establish effective working relationships.

Ability to write clearly and concisely both in preparing reports and correspondence.

Ability to read real estate descriptions, plats, maps, blueprints, contracts and mortgages.

Ability to speak effectively in public.

Merged: 3/21/68
Rev.: 1/89

TC:
Former Title(s):