

# Uintah County

## Job Description



<b>Title:</b>	Appraiser I, Licensed	<b>Code:</b>	210-1
<b>Division:</b>	Administration	<b>Effective Date:</b>	3/07
<b>Department:</b>	Assessor	<b>Last Revised:</b>	9/09
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	22

### GENERAL PURPOSE

Performs complex duties, encompassing the entire valuation process for preparation of the assessment roll, and overall functions of the Assessor Office.

### SUPERVISION RECEIVED

Works under the direct supervision of the County Assessor and advanced level Appraisers.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Measure, draw sketches, and photograph existing and new construction; inspect property for construction quality, condition and functional design; under direction of Senior Appraiser and Appraiser II appraise and value real and personal property including residential, recreational, vacant land and agricultural properties.

Computer process data including replacement costs of structures by itemization and valuation of component parts; assist with development of computerized cost standards; utilize computer models programmed with building characteristics to develop cost approach to value.

Review appraisals for uniformity in mass appraising, must understand market changes in real property; participate in field inspections of sales comparables; research and analyze sales data; under direction of Senior Appraiser and Appraiser II complete ongoing reappraisal and appraisal of new growth; research building permits; travel county wide being alert to new construction and land development.

Methodically analyze fee appraisals for Board of Equalization hearings; support and defend values at Board of Equalization hearings; field "greenbelt" properties; assist Senior Appraiser with segregations and combinations of properties; respond 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; research and monitor 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; receives and receipts personal property tax payments; allocates 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; researching value questions; responds to customer requests for various information on personal and real property; scheduling appointments with Assessor prior to Board of Equalization; maintaining cash drawer; receipting payments, preparing deposits for Treasurer's Office.

MINIMUM QUALIFICATIONS

Education and Experience:

- A. High school diploma or equivalent
- B. Minimum of 2 years computer and general office experience
- C. Total of 150 hours approved education from a certified Appraisal Pre-license School
- D. Accumulate a total of 400 appraisal experience points within 30 months
- E. Pass a Licensed Appraiser exam through an approved certified testing center
- F. Maintain active Appraiser License through mandatory approved education hours
- G. Must possess a valid Utah drivers license

**Required Knowledge:** specialized knowledge of areas and communities of Uintah County; 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; desirable people skills; professional telephone etiquette; positive interpersonal communication skills

**Required Abilities:** Apply appraisal principles to determine fair market value; analytical with logical and decisive reasoning; apply higher level of competent judgment in job responsibilities; problem solve and make decisions consistent with job requirements; analyze and interpret sales activity and translate findings into logical and supportable appraisal; apply uniformity in valuing properties; read blue prints, house plans, legal descriptions, deeds, plat books and maps; acute insight of details of property during field inspections and analysis; make mathematical calculations; interpret cost manuals used in appraisal of property; publicly support and defend property values in Board of Equalization hearings; positive attitude and interest of a team player; develop positive working relationships with supervisors, co-employees and the public; take an interest in work assignments and strive for accuracy and thoroughness; work in a field environment (out of office) for hours as a time; trainable in class room setting; communicate effectively verbally and in writing; follow written and oral instructions; work in a standard office requiring extensive sitting or standing; operate tools and equipment, i.e., calculator, computer, camera, measuring devices. Mentally healthy, emotionally stable and apply discriminating thinking.

**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. Reasonable work speed required to be productive and efficient. Common eye, hand, finger, leg and foot dexterity exists. Frequent "in the field" travel required; frequent exposure to weather conditions and an occasional uncooperative property owner; memory for details. Must travel within the State to attend classroom education training..

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the employee(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)