

Uintah County

Job Description



Title:	Assistant Assessor/Senior Appraiser	Code:	210-4
Division:	Administration	Effective Date:	3/07
Department:	Assessor	Last Revised:	9/09
FLSA Cat:	Exempt	Pay Grade:	28

GENERAL PURPOSE

Performs a variety of **general administrative, first-supervisory and complex technical duties** encompassing the complete valuation process from discovery to defense of tax assessment; performs inspection, classification, appraisal and valuation of countywide personal and real properties as needed to determine tax valuation. In the absence of the County Assessor assumes all statutory authority and responsibility of the department.

Under general direction of Assessor, strategically directs the activities of appraisers and appraiser trainees. Performs complex technical duties encompassing the complete valuation process from discovery to assessment values to defending property assessments; performs inspection, classification, appraisal and valuation of countywide personal and real properties as needed to determine assessment valuation. Represents the County Assessor as delegated.

SUPERVISION RECEIVED

Works under the supervision of the County Assessor.

SUPERVISION EXERCISED

Provides close and general supervision to Appraisers and Appraiser Trainees

ESSENTIAL FUNCTIONS

Assists, as assigned in Assessor's absence, in directing the function of County Assessor's Office. Assists Assessor with preparation of sales ratio studies including statistical analysis, analytical reports and market indicators to determine assessment ratios. Participates in development of the County's State Tax Commission-mandated five (5) year reappraisal plan; supervises property appraisal functions performed by appraisers and trainees; assists Assessor in development of departmental priorities, goals and project schedules; may assist in the development of annual budget by making recommendations related to specific program responsibilities; provides training to new appraisers/trainees and assists with training other support personnel; assists Assessor in development and updating of County "valuation land guide" as mandated by State Tax Commission. Understanding of computer aided mass appraisal software application processes and development of valuation models.

Directly responsible for managing the administration, under direction of County Assessor, of the Farmland Assessment Act for the County. Organizes and conducts field inspections county wide for "greenbelt" eligibility and compliance. Computes rollback taxes and issues billings to property owners.

Performs advanced level duties in the inspection, classification, valuation and appraisal of real property, i.e., residential, vacant and agricultural land, outbuildings and mobile home personal property applying market, cost and/or income approach to determine assessment. Assists commercial fee appraiser in the process of commercial/industrial appraisals and new growth; must be able to understand and "read" the real property market and utilize good to excellent judgment in determining values; Inspects property for quality and functional design, takes measurements and generates a computer sketch of same. Devises valuations and assessment methods and procedures; monitors computer data and programs related to property valuation and appraisal. Coordinates computer input of data and processing of documentation as

needed to assist the assessor with County assessment roll. Defends values at Board of Equalization and formal State tax appeals.

Coordinates and participates in ongoing reappraisal and appraisal of properties countywide including new construction. Collects, inspects and evaluates sales, and maintains current files and records within the County to monitor trends in market values; reviews appraisers and appraiser trainees' appraisals to assure fair and equitable assessments; analyzes appraisals and ascertains significant variations from standards.

Analyzes real property sales and conducts field inspections of sales with appraisers/trainees. Travels throughout the County being alert to new construction and land development; researches building permit records and sales; locates new property developments; contacts property owners, if needed, to inspect properties.

Coordinates and supervises segregation and combination of properties. Estimates taxes on uncompleted construction. Performs other duties as needed to assist Assessor.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school; plus two (2) years of appraiser specialized training or an associate degree;

AND

B. Five (5) years of progressively responsible experience performing above or related duties which includes 200 hours of specialized training in residential and agricultural appraisals.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property; computer assisted property appraisal; 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 and court proceedings; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies technical report writing; physical attributes of Uintah County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills. **Working knowledge of** statistics, computer modeling, blue print reading; county geography; basic principles and experience in supervision.

Skill in interpersonal working relationships; operating a variety of tools and equipment, i.e., digital cameras, measuring devices; video equipment, etc.

Ability to analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales ratio studies; visually observe the details of property and arrive at a accurate and equitable appraisal; apply appropriate methods of valuation; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, drafting instruments, measuring devices, etc.; interpret, develop and analyze cost manuals used in appraisal of property; maintain effective working relationship with supervisors, fellow employees and the public; communicate effectively verbally and in writing.

3. Special Qualifications:

Must be a certified residential real estate appraiser licensed by the State Division of Real Estate
Must maintain certification through completion of bi-annual state training.
Must possess a valid Utah driver's license.

4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions. Must travel within the State as long as a week at a time to attend mandatory classroom education training.

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