

Uintah County

Job Description



Title:	Appraiser Trainee	Code:	307
Division:	Assessor	Effective Date:	3/07
Department:	Assessor	Last Revised:	9/09
FLSA Cat:	Non-Exempt	Pay Grade:	17

GENERAL PURPOSE

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.

SUPERVISION RECEIVED

Works under the direct supervision of the County Assessor, and training and instruction supervision of Appraiser II and Senior Appraiser.

SUPERVISION EXERCISED

None.

PROPERTY APPRAISAL: Assists Appraisers with inspection, measuring, diagramming, photographing, classification, appraisal and valuation of real and personal property including residential, recreational, vacant land and agricultural properties.

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.

Records and maintains files on appraisal information on standardized report forms.

Assists with field inspections and researching sales comparables.

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.

Working knowledge of legal descriptions, plat maps, house plans and blue prints.

Assists with data entry of segregations and combinations of properties.

May assist 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.

May assist 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.

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; 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.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. High school diploma or equivalent
- B. Valid Utah Drivers License
- C. Minimum of 2 years computer and general office experience
- D. Must complete 90 education hours from a certified Appraisal Pre-license School, and pass tests in each course.

2. Required Knowledge:

Working 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; interpersonal communication skills;

Required Abilities: analytical with logical and decisive reasoning; apply higher level of competent judgment in job responsibilities; problem solve and make decisions consistent with job requirements; read blue prints; house plans; legal descriptions, deeds; plat books and maps; observe details of property during field inspections and analysis; use applicable principles of appraising to assist appraisers with fair market value; make mathematical calculations; interpret cost manuals used in appraisal of property; take an interest in work assignments and strive for accuracy and thoroughness; communicate effectively verbally and in writing; follow written and oral instructions; work in a standard office setting requiring extensive sitting or standing; write legibly; positive attitude and interest of a team player; reasonable work speed required to be productive and efficient; develop positive working relationships with supervisors, co-employees, and the public; work in a field environment (out of the office) for hours at a time; trainable in class room environment.

Work Environment: Tasks require variety of physical activities. Talking, hearing, seeing, writing, walking, standing, stooping, lifting, sitting, and reaching, generally not involving muscular strain. . Common eye, hand, finger, leg and foot dexterity exists. Must be mentally healthy, frequent "in the field" travel required; frequent exposure to weather conditions and an occasional uncooperative property owner; memory for details, emotional stability and discriminating thinking. Must travel within the State to attend classroom education training.

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)