

Kane County

Job Description



Job Title: Appraiser Trainee	Job Code:
Division: Real Property	Effective Date: 10/4/16
Department: Assessor	Last Revised: 10/4/16

GENERAL PURPOSE

The purpose of the Appraiser Trainee position is to meet the criteria to become a Licensed Residential Appraiser through the Utah Division of Real Estate.

Appraiser Trainee designation must be obtained within six (6) months of hire date. Residential Appraiser license must be obtained within three (3) years of hire date. Training will be provided.

SUPERVISION RECEIVED

Work under the general supervision of the Assessor, Chief Deputy County Assessor and/or the Appraisal Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Receives on-the-job training in the technical duties related to real or personal property appraisal.

Records appraisal information on standardized report forms, interviews persons familiar with property, takes measurements and makes sketches of the same, takes pictures of property, inspects property for construction, condition, and functional design.

Asks owner about sales information and/or building costs regarding their property; writes comments about unusual conditions observed or information made aware of while visiting the property.

Compiles data according to specific methods in order to determine ad valorem value of property; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Must have at least an Associate's Degree to become a Licensed Residential Appraiser.
 - B. Successfully complete 75 hours of required core curriculum education. Courses 101, 102, 103 and 42.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of public relations and interviewing methods; technical report writing; physical attributes of Kane County; statistics, computer modeling, blue print reading; drafting principles and terminology.

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

Ability to 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, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions; understand cost manual used in appraisal of property.

3. Special Qualifications:

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.

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)

Kane County

Job Description



Job Title: Licensed Residential Appraiser	Job Code:
Division: Real Property	Effective Date: 10/4/16
Department: Assessor	Last Revised: 10/4/16

GENERAL PURPOSE

A Licensed Residential Appraiser, performs a variety of working level complex technical duties encompassing the complete valuation process from discovery to defense of tax assessment; performs inspection, classification, appraisal and valuation of countywide improved and unimproved rural, residential, commercial and industrial property as needed to determine tax valuation.

SUPERVISION RECEIVED

Work under the general supervision of the Assessor, Chief Deputy County Assessor and/or the Appraisal Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Coordinates with County GIS staff, monitors and processes segregations and combinations of properties; determines market value and calculates tax assessment;; monitors MLS information; collects, evaluates and prepares sales data for local sales ratio studies; evaluates computerized appraisals to verify accuracy; monitors computer data and programs related to property valuation and appraisal.

Surveys county building activity for new construction, improvements and land development; reviews construction applications and building permit records, sales and leases, plat and tax rolls; locates new property developments, contacts property owners to schedule appraisals.

Records appraisal information on standardized report; reviews appraisal decision for appraisal consistency to assure equity between taxpayers; interviews persons familiar with property, takes measurements and makes sketches of the same; takes pictures of property; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards.

Performs the inspection, classification, valuation and appraisal of real property including residential and agricultural properties; completes computer input of data and processing of documentation as needed to create county assessment roll; may attend equalization hearings or offer testimony in court as needed.

Compiles data according to specific methods in order to determine ad valorem value of property; maintains current files and records on property values within the county; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value.

Responds to questions from property owners related to the evaluation and assessment of property; operates computer to obtain results needed for fair taxation; recalculates market values when current sales prove a need for updating files; estimates taxes on uncompleted buildings.

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1. Education and Experience: Current Utah Division of Real Estate License.
- 2. Required Knowledge, Skills, and Abilities:

Working knowledge of terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property (income approach); computer assisted property appraisal; tax laws of the State of Utah as they relate to property tax and the taxing process; Farmland Assessment Act; 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 related to market, cost and income; technical report writing; physical attributes of Kane County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills. **Some knowledge of** statistics, computer modeling, blue print reading; drafting principles and terminology; county geography.

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

Ability to 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, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions; understand cost manual used in appraisal of property.

- 3. Special Qualifications:

Licensed real estate appraiser by the Utah Division of Real Estate
 Maintain license through completion of bi-annual state training.
 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.

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