



Wallowa County
OREGON

Property Appraiser 1

GENERAL STATEMENT OF DUTIES: This is entry level property appraisal position that requires a completed and obtained current Oregon registration. This position conducts appraisal of residential property values in the County and does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for conducting appraisals of residential property to establish appropriate tax assessments. Work is performed under the general supervision of the County Assessor who reviews work for the conformance to establish appraisal procedures department policy and accuracy. Supervision is not a responsibility of positions in this classification.

DUTIES, RESPONSIBILITIES AND EXAMPLES OF WORK: (The employee may perform a combination of some or all of the following duties.)

- Performs necessary field work to appraise residential properties which includes inspecting exterior and interior and determines class, depreciation, and functional utility.
- Consults with the properties owners and others to obtain necessary information for completing appraisal.
- Calculates and records real property values utilizing market and/or income approach as applicable.
- Gathers and evaluates property sales information and determines typical market value and to establish benchmarks for comparison to other property values.
- Performs special studies and appraisals as assigned.
- Answers questions and hears complaints from the public regarding appraisal values, market trends, sales, etc.
- Prepares material for defense of appraisals; defends appeals to the BOPTA, DOR and the Oregon Tax Court.
- Performs other related work as required.

JOB SPECIFICATION:

KNOWLEDGE OF:

- Thorough knowledge of real property appraisal methods and appropriate applications.
- Recorded instruments such as deeds, easements and contracts; and land mapping.
- Extensive knowledge of Oregon Revised Statutes and Oregon Administrative Rules pertaining to assessment and taxation.
- Construction costs, methods, quality and designs.

ABILITY TO:

- Deal courteously and tactfully with the public, sometimes under stressful situations.
- Maintain effective working relationships with other employees, tax payers, supervisors, the assessor and other public agencies.
- Compose clear and concise reports.
- Learn to gather, analyze and interpret appraisal data.
- Read and understand maps and legal descriptions.

- Read, understand and apply appraisal manuals, legal requirements and regulations.
- Accurately perform mathematical computations.
- Attend work as scheduled and/or required.

SKILL IN:

- Customer and public relations.
- Conducting and defending property appraisals.
- Reading and understanding appraisal manuals.
- Communicating effectively, both orally and in writing.

MINIMUM EXPERIENCE AND TRAINING: Bachelor's degrees with major coursework in business or public administration, economics, real estate or related fields; and two years of experience in real property appraisal; or any equivalent combinations of experience and training which demonstrates knowledge, skills and ability to perform the above described duties.

Possession of the Oregon State Certification as property appraiser is required.

OTHER REQUIREMENTS: Ability to secure and maintain a driver's license valid in the state of Oregon and a safe driving record. Will be required to drive a County vehicle. Will be subject to successful completion of a background check. Will be required to travel for training and will need to spend multiple nights away from home on occasion.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY: The employee will be working in an office environment and field work which may expose employee to inclement weather. Employee will frequently be using a computer, telephone and other office equipment. The noise level in the work environment is typical of an office. Employee may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk for long and short distances on rough terrain, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Interaction with the public in their home or office environments may risk exposure to irrational/hostile behaviors, contagious diseases or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

The job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum level of knowledge, skills and abilities to perform the job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above, assuring the employee possess the abilities or aptitudes to perform each duty proficiently.