



Wallowa County
OREGON

Property Appraiser Trainee

GENERAL STATEMENT OF DUTIES: This is an entry level position. The trainee will conduct a variety of task related to residential, farm and commercial appraisals in conjunction with the trainer.

Upon satisfactorily meeting the experience, knowledge, training and special requirements of the classification, the employee may be promoted to the classification of Appraiser 1.

Works under the supervision of the County Assessor and/or designated trainer.

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

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

- Makes field investigation and surveys of real and personal property to verify or note differences on appraisal records.
- Measure buildings, and draws building diagrams by computer and by hand.
- Records data in computer assessment programs.
- Makes field investigations, surveys and assembles basic data for the valuation purposes for use by appraisers, supervisor or designated trainer for appraisal purposes.
- Inspects land parcels and records characteristics, including size, shape, topography, etc.
- Report's findings to appraisers, supervisor, or designated trainer.
- May make computations of figures determined and supplied by appraisers.
- Assembles and records sales data for appraisers.
- Performs other related work as required.

DESIRABLE QULIFICATIONS:

KNOWLEDGE OF: Some knowledge of and ability to learn real property appraisal methods and appropriate applications; recorded instruments such as deeds, easements and contracts; and land mapping. Considerable knowledge of Oregon Revised Statutes and Oregon Administrative Rule 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 types of building construction.
- Learn to read and understand maps and legal descriptions.
- Learn to read, understand and apply appraisal manuals, legal requirements and regulations.

- Learn to gather, analyze and interpret appraisal data.
- Perform appraisals in a uniform manner, sometimes under stressful situations.
- Express ideas effectively.
- Accurately perform mathematical computations.
- Attend work as scheduled and/or required.
- Obtain Oregon State Certification with in the allotted time allowed by the State

SKILL IN:

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

MINIMUM EXPERIENCE AND TRAINING: High school diploma or equivalent and any combination of experience and training that would provide the knowledge and abilities required. Example: previous experience dealing with the public, in construction, real estate or agricultural related fields. Educational training sufficient to indicate effective math and verbal abilities.

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. Employee will be required to travel for training and will be required to spend multiple nights away from home on occasion.

SPECIAL REQUIREMENTS:

- Must successfully complete a six month introductory period in the property appraiser trainee position and an additional six months of on the job training, education, and other work related experience.
- Must pass the State of Oregon Appraiser test, becoming a qualified registered appraiser, within a two year period of beginning of the program.
- Must study and pass tests on the methods manual, mapping and legal description, income cost and market approach to value, and the completion examination from the training manual developed by the DOR and administered by supervisor.

WORK ENVIROMENT/PHYSICAL DEMADS SUMMARY: The employee will be working in an office environment and field work which may expose employee to inclement weather. Employee will frequently being 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, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Interaction with the public in home or office environments may risk exposure to irrational/hostile behaviors, contagious disease 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 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 so, assuring that the employee possesses the abilities or aptitudes to perform each duty proficiently.