



**COLUMBIA COUNTY, OREGON**

**JOB TITLE: CHIEF APPRAISER**

**DATE: OCTOBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	Yes	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	County Assessor	<b>JOB CODE:</b>	335
<b>SUPERVISOR:</b>	County Assessor	<b>SALARY RANGE:</b>	E04
<b>UNION (Y/N):</b>	No	<b>LOCAL:</b>	N/A

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**GENERAL STATEMENT OF DUTIES:** Plan, coordinate, supervise, and direct the activities of the Appraisers in the Assessor’s Office. Supervise and assist in appraising the full range of real and personal property, including rural, city, commercial, industrial, farm, forest, and floating property for tax assessment purposes using mass appraisal approaches, methods, and techniques.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Assist the Assessor in developing the annual appraisal plan that will meet or exceed the standards required by the Oregon Department of Revenue under Oregon Administrative Rules.

Participate in all appraisal duties and tasks to the full capabilities of a Senior Appraiser, except when administrative duties otherwise require.

Review work assignments, determine inspection methods, necessary equipment, and staff to complete each appraisal project in the most efficient manner. Prioritize and schedule projects.

Process omitted property and clerical error actions and conduct various types of reviews for taxpayers as requested by application.

Assist the general public by responding to inquiries regarding property tax laws, deferral programs, appraisal procedures, determination of market, and maximum assessed values, etc. Handle complaints and explain appraisals.

Maintain necessary registration as an appraiser which is required by the State of Oregon and the county.

Maintain pertinent resource materials to help establish assessed values. Maintain records and files within section. Defend appraisals before various appeal jurisdictions.

Evaluate and refine appraisal activities for cyclical and special projects; establish production standards; maximize use of office resources.

Analyze and evaluate to ensure appraisal projects are completed in a timely manner; supervise a variety of special studies including construction cost and market trends. Evaluate procedures used in appraising and assessing assigned properties.

Supervise the preparation of reports and presentations to the Property Values Appeals Board, Department of Revenue, and Oregon Tax Court regarding contested appraisals and procedures. Assist County Counsel in information gathering and answering questions; resolve all assigned cases; present written and oral expert testimony at hearings and courts if needed.

Assist and advise the Assessor in matters of property valuation; interpret policy, research Oregon Revised Statutes and Oregon Administrative Rule as needed for their proper application.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.



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Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Assessor.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal, and informal evaluations of departmental employees.
- Provide training opportunities for departmental staff.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the County Assessor who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree in a related field. Five years' of increasingly responsible experience as a property appraiser in an Oregon County Assessor's Office with experience on more complex appraisal projects such as commercial, industrial, exempt properties, floating property, or appeals. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Experience as a supervisor or lead worker on projects is preferred. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must be registered as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the principles, practices, and methods of property appraisal and use of official records, such as deeds, mortgages and contracts, cadastral maps, and legal descriptions. Knowledge of management principles and practices of human and financial resource management.

Skill in general business software and Microsoft Office products.



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### Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Interpret and implement laws and rules pertaining to assessment and taxation.
- Accurately appraise a variety of land holdings.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc., and driving or sitting in a vehicle for long periods of time during inspections.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose the position to various weather conditions and terrains. Requires traveling throughout the county, state, and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events. Driving is a regular requirement of the position.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in***



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*the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*