

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor	CLASSIFICATION:	339
SUPERVISOR:	County Assessor	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform ratio and indexing studies as required. Assist in reappraisal/recalculation setups. Maintain current/create new MS Access/VBA Applications. Train staff as needed on various computer programs. Perform complex queries and export requested data from Assessment & Taxation (ORCATS) Database tables. Assist with GIS and mapping maintenance. Do related work as required.

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

Conduct annual ratio study as required by statutes and Department of Revenue guidelines to arrive at selective adjustments in real market value for all property classifications, including real, manufactured structures, floating property, commercial and industrial. Apply and verify trend factors in ORCATS annually. Collect and maintain records of other market data, such as time adjustments studies, local cost modifier, rental data, sales on special use properties, mobile homes, and income and expense data.

Analyze and classify property sales, determine/review the economic variables that influence property valuation/appraisal and apply statistical analysis and modeling for use in ratio study and other indexing studies.

Prepare and maintain the Utility roll database reported by the DOR and return valuation annually.

Collect, evaluate and confirm sales data on property located in Columbia County. Maintain and upload sales listings quarterly on website for general public use.

Assist appraisal staff in analyzing sales data to develop cost factor book modifiers, depreciation schedules and land valuation for properties being reappraised. Assist GIS/Cartography with development of databases. Provide training, technical support and general assistance to users of GIS. Interpret legal descriptions recorded on deeds for legal boundaries and ownership rights. Assist GIS/Cartography with mapping maintenance. Train GIS Tech 1 in base appraisal terminology/concepts and Access database development.

Assist appraisal staff as needed in conducting field appraisals on a wide variety of real and personal property. Defend assessed values at hearings with written or verbal testimony.

Review and maintain property classification program.

Create and maintain user-friendly MS Access Applications using VBA on a combination of linked ORCATS tables and local Access tables as needed to enhance the efficiency and productivity of the Assessor's Office mandated duties. This requires working closely with nontechnical staff members to ensure programs are working as intended.

Troubleshoot basic staff computer issues including those that can be resolved with simple user intervention. Determine if problem requires assistance by either Columbia County IT Department for

local network/software issues or Helion Support Services for ORCATS assessment and taxation software issues and open IT tickets as appropriate.

Act as subject matter expert for software specific to the Assessor's Office.

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

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

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

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position. However, the position may be involved in the training and orientation of similar or lower classified appraisers and office staff.

SUPERVISION RECEIVED: Works under the general direction of the County Assessor who assigns and evaluates work for conformance to established procedures and methods.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Bachelor's degree in related field and three years related work experience. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified or registered as a Property Appraiser. Must be able to obtain registration as a qualified Appraiser by the State of Oregon under the provisions of ORS 308.010 within 90 days of employment. Possession of an appropriate driver's license and must be insurable under the County's liability coverage.

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. Familiarity with computers and general business software.

Ability to communicate effectively both verbally and in writing. Ability to accurately appraise a variety of land holdings. Ability to work both independently and as a team member. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands for the position while in the office are minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc. during inspections. Driving is occasionally required.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. The performance of field work requires walking over various terrain or other hazards and exposure to all weather conditions.

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 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.***