

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor	CLASSIFICATION:	336
SUPERVISOR:	Chief Appraiser	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: This position will appraise the full range, including the most complex of real and personal property, including commercial, industrial and floating property for tax assessment purposes using mass appraisal approaches, methods and techniques. Make calculations to determine market and maximum assessed values of property. Respond to inquiries from the public and prepare data for presentation. Work performed is of the highest scope of responsibilities, complexity, and judgement. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, in addition to those listed under Property Appraiser 1 and 2. Other related duties may be assigned.

Lead and conduct complex commercial and industrial field audits and property improvement inspections; gather and compile sales data, rental/lease information, including other pertinent appraisal facts from owners, agents, tenants and other associated parties; estimate machinery and equipment and industrial personal property value to determine industrial market value; develop, maintain and provide training for new appraisers in mass appraisal models; analyze and deconstruct/reconstruct income and expense information to determine market rents, capitalization rates and factors; qualify, process and administer the full range of property exemptions. Responsible for programs such as Enterprise Zone. Processing of all documents and applications that pertain to special programs and work with Zone sponsor to ensure compliance with State Law.

Assist the Chief Appraiser by leading staff members with technical appraisal support on advanced valuation elements, special projects, accuracy reviews, training new appraisers, evaluating projects & criteria on activities and establishing new processes. Conduct complex and difficult residential field audits, property improvement inspections and valuation calculations; provide recommendations for organizational strategies, priorities, practices, procedural and technology improvements and or modifications; perform statistical modeling analysis, process lot line adjustments, segregation activity, partition plats, zoning changes and determining tax assessable status of properties.

Coordinate, defend and prepare the County in all property type litigation as assigned at Board of Property Tax appeals and/or the Oregon Tax Court hearings.

Process omitted property and clerical error actions, and conduct various types of complex reviews for taxpayers as requested or 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; explain appraisals, taxpayer rights, office procedures, Oregon tax laws, and appraisal approaches and techniques; and answer questions in writing and in person.

Maintain necessary registration as an appraiser which is required by the State of Oregon and/or County through attendance at seminars, workshops, training sessions, etc. with an additional emphasis on leadership.

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

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, may be assigned to train other employees and perform as a lead role in other projects as directed by the Chief Appraiser or Assessor.

SUPERVISION RECEIVED: Works under the direction of the Chief Appraiser and Assessor who assigns and reviews work for conformance to established appraisal 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. Five years' journey-level work experience as a property appraiser in an Oregon County Assessor's Office or five years' journey-level work experience in property appraisal in the private sector, including some experience with more complex appraisal projects such as commercial, industrial, exempt properties, floating property, or appeals. 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. and driving or sitting in a vehicle for long periods of time during inspections. Driving is required on a regular basis.

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.*