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EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	334
SUPERVISOR:	County Assessor	SALARY RANGE:	E04
UNION (Y/N):	No		

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**GENERAL STATEMENT OF DUTIES:** Supervise and assist in appraising the full range of real and personal property, including commercial, industrial and floating property for tax assessment purposes using mass appraisal approaches, methods and techniques. Supervise, plan and coordinate the activities of the property appraisers. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other 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.

Except as administrative duties otherwise require, participate in all appraisal duties and tasks to the full capabilities of a Property Appraiser II.

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 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/or County.

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. Ensure staff compliance with same.

**SUPERVISORY RESPONSIBILITIES:** Supervise 4-6 appraisal positions. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; evaluating performance; rewarding and disciplining employees, addressing complaint/grievances and resolving problems. Coordinate all personnel functions with Assessor and Human Resources, as appropriate.

**JOB DESCRIPTION: APPRAISAL SUPERVISOR**

DATE: 01-5-2018

**SUPERVISION RECEIVED:** Works under the general direction of the Assessor who provides policy and administrative direction and reviews performance.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in related field. Five years progressively responsible work experience as a property appraiser in an Oregon County Assessor's Office, including some experience with more complex appraisal projects such as commercial, industrial, exempt properties, floating property, or appeals. Experience as a supervisor or lead worker on projects is preferred. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must be registered as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010; 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 plan, organize and supervise the efficient and economic performance of staff. Ability to interpret and implement laws and rules pertaining to assessment and taxation. 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. Ability to act in such a manner as to maintain the confidentiality of the records and issues and other matters which may be encountered.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

**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 the essential functions.

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