

Department Head Approval: Ken R. Wood Date: May 25, 2017

Commissioner Approval: _____

Gari K. Young Keith Goodwin Jim Sullivan Date: May 25, 2017

OTERO COUNTY

POSITION DESCRIPTION

Residential Appraiser Trainee

135A – 140B

Residential Appraiser

141A - 149B

DESCRIPTION OF WORK

General Statement of Duties:

The primary duty of a residential appraiser is to discover, list, classify and value residential real property for tax assessment purposes.

SUPERVISION RECEIVED

Works under the general guidance and direction of the County Assessor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct property inspections to collect data needed for classification of land and improvements, take measurements and photos, sketch area, make quality judgments, and special conditions judgments. Also determine economic area factors, neighborhood factors, land usability and the appropriate approach to value. During physical inspections, exterior inspection is mandatory and interior inspection is suggested.
- Measure and calculate square footage of structures. This includes finished and unfinished areas.
- Observe physical deterioration. Consideration is given for age and additional losses from damage or neglect.
- Conduct appraisal analysis: Land calculation, market valuation and conduct statistical analysis on data.
- Maintain a list of sales and sales files for the class of property for which you are assigned, and conduct statistical analysis on these sales.
- Interact with the public, establish a good working rapport, provide information, and have the ability to defend values established for tax assessment purposes.

- Conduct informal hearings with taxpayers during the annual protest period. Explain property valuation and procedures, review individual accounts and make recommendations for adjustment or denial.
- Gain continuing education to fulfill the State requirements to maintain the Appraisers License.
- Work is primarily in the Office, however, time spent (25% to 50%) in the field.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- An Associates' degree or greater in a business related field.
- Any equivalent combination of education and experience. Preferred For Example: Construction Management, minimum 2 years' experience; Architecture, minimum 2 years' experience, Real Estate Sales, minimum 2 years' experience.
- Or Colorado licensed Real Estate Appraiser / Ad Valorem Appraiser

Necessary Knowledge, Skills and Abilities:

- Have a basic understanding of real estate. A background in any of the following professions is desirable: Construction, Real Estate Appraisal, Real Estate Sales, Surveying, Engineering, Architecture or Mathematics.
- Full knowledge of the geography and street locations of the county.
- Ability to read, understand, and locate legal descriptions.
- Ability to make simple arithmetic calculations rapidly and accurately.
- Working knowledge of computer software including Excel, Access, Word, etc.
- Ability to concentrate and pay close attention to detail with constant interruptions associated with answering phones, communicating with co-workers and citizens requiring assistance.
- Ability to establish and maintain satisfactory working relationships with the general public, as well as other employees.
- Ability to provide accurate information to the general public courteously.
- Mechanical aptitude
- Must provide own dependable transportation.
- Must be willing to attend week-long out-of-town appraisal classes.
- Must be licensed as an Ad Valorem appraiser within two years.
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SPECIAL REQUIREMENTS

Valid Colorado State Driver's license.

TOOLS AND EQUIPMENT USED

Tape measure, Computer, Computer Software (i.e. Excel, Access, Word), Calculator, General Office equipment.

PHYSICAL ABILITY

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.

- This position requires extended time at the computer, limited amount of physical effort associated with sitting for long periods of time, walking, standing, stooping, lifting and carrying light to moderately heavy objects (Up to 50 lbs.)
- Requires dexterous use of both hands.
- Requires corrected vision and hearing. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work is primarily in an office environment; however, time is spent outside (approximately 25% to 50% of the time) with exposure to outdoor temperature extremes, dirt, dust, noise, etc.

POLICY REQUIREMENTS

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Employment is contingent upon the applicant passing a post-offer employment medical physical, and mandatory post-offer employment drug screen.

Verification of any combination of driving record, criminal history, FBI/CBI background check, and/or workers' compensation history.

No medical inquiries will be made or workers' compensation information gathered until after a conditional job offer has been given to the applicant.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

AFFIDAVIT

I certify that I understand the description of this job, the physical demands, and policy requirements, as stated above. Furthermore, I certify that I am able to perform the duties and responsibilities as outlined above.

Signature _____

Date _____