

BANNOCK COUNTY **CLASS SPECIFICATION**

ASSISTANT TO THE COMMERCIAL/INDUSTRIAL PROPERTY APPRAISER

Department: Assessor
FLSA Designation: Non-exempt

Pay Grade: 10
Effective Date: 10/07, 08/09

Purpose of Class

Performs supervisory and technical duties related to the appraisal of improved and unimproved rural, farm, residential, and commercial properties (ranging from small commercial properties to complex multi-national international corporations), manufactured homes, and personal property to determine market value for ad valorem tax purposes; performs related work as required.

Primary Function

The principal function of an employee in this class is to assist the Commercial/Industrial Property Appraiser in conducting technical appraisals and reappraisals of a designated class of properties. Property classes include improved and unimproved rural, farm, residential, and commercial properties, manufactured homes, and personal property, depending on assignment or specialization. An incumbent in this classification must demonstrate tact and diplomacy and maintain confidentiality of all information; the position also requires innovative people skills to obtain needed sales data and business information related to assessments. The work is performed under the supervision of the Commercial/Industrial Property Appraiser although some leeway may be allowed for independent judgment and initiative. The principal duties of this class are performed in a general office environment and in the field, including driving a vehicle and exposure to adverse weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Researches and organizes sales, income and cost data pertaining to assessments;
- Prepares files with location maps, legal descriptions, building drawings and photos;
- Contacts businesses for income information by mail, phone and/or in person;
- Conducts field work measuring buildings, taking pictures, mapping and obtaining legal descriptions;
- Compiles appraisal documents;
- Prepares documentation, processes paperwork;
- Works effectively with business owners, providing excellent customer relations skills;
- Interviews persons familiar with property, collects income and expense information, takes measurements, reads blueprints, and makes sketches of the same;
- Inspects property for the type and quality of construction, condition, and functional design;

- Compiles data according to accepted appraisal practices to determine fair market value;
- Prepares property diagrams, calculates square footage;
- Maintains current files and records of property sales to monitor changes in market values;
- Travels through designated areas being alert to new construction and land development;
- Researches building permit records, sales, leases, plat maps, aerial maps, blueprints and contacts owners to arrange appraisals;
- Develops and provides statistical analysis and ratio studies;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.

Other Duties and Responsibilities

- Assists Commercial/Industrial Property Appraiser with preparation for Board of Equalization, State Board of Tax Appeals and District Court cases;
- Remains current on required certification by attending courses, workshops and training seminars;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Current Idaho State Tax Commission regulations, standards, and requirements; and County policies, procedures, and ordinances related to property appraisal;
- Current Idaho Code; State Tax Commission regulations, standards and requirements; County and City policies, procedures and codes/ordinances related to property appraisal;
- Property assessment processes;
- Operation of standard office equipment and a personal computer;
- Mathematical skills related to property assessments;
- Audit skills to prevent assessment errors.

Ability to:

- Visually inspect, observe, and document physical details of property to arrive at an accurate and equitable appraisal;
- Make mathematical calculations to determine percentages, volumes, areas, and other related calculations;
- Effectively organize work, records and files according to Department standards;
- Interpret cost manuals used in appraisal of personal and real property;
- Read legal descriptions, deeds, plat books, maps and blueprints;
- Operate tools and equipment such as calculator, camera, measuring devices, and related required tools;
- Develop and maintain computer data spreadsheets;
- Prepare documentation, process paperwork;

- Operate a motor vehicle;
- Work under varying and extreme weather conditions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret, and apply laws, resolutions, ordinances, codes, and contracts, City and County;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, state and local elected and appointed officials, and the public;
- Respond to citizen requests in a courteous manner;
- Make sound and reasonable decisions following laws, ordinances, regulations, and established procedures;
- Perform a variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; or
- Experience in Excel, Word and other job-related software is required, and preferred in Paragon – MLS and Loop Net;
- Experience is preferred in property assessment; or
- Any equivalent combination of experience and training providing the knowledge and abilities to perform the work.

Special Qualifications

- Idaho property appraisal certification is required within six months of hire;
- Idaho driver's license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instruction and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written instructions and observe, inspect, and appraise real and personal property;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including computer equipment, and operate a motor vehicle;
- Sufficient personal mobility, strength, agility, and physical reflexes, with or without reasonable accommodation, which permits the employee to conduct field inspections, often driving or walking through rural or unimproved property, and work in an office environment.