

BANNOCK COUNTY **CLASS SPECIFICATION**

LEAD CERTIFIED PROPERTY APPRAISER

Department: Assessor
FLSA Designation: Non-Exempt

Pay Grade: 13
Effective Date: 10/04, 08/09

Purpose of Class

Performs supervisory and technical duties related to the appraisal of improved and unimproved rural, farm, residential, and commercial properties, and manufactured homes 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 supervise and conduct technical appraisals and reappraisals of a designated class of properties. Property classes include improved and unimproved rural, farm, residential, and commercial properties, and manufactured homes, depending on assignment or specialization. The work requires field inspection of property and/or structures, which may result in stressful personal contacts and situations. The Lead Appraiser must demonstrate tact and diplomacy in such situations. The work is performed under the supervision of the Chief Deputy Assessor and working supervision is exercised over subordinate appraiser positions. The nature of the work requires the employee to be detail oriented and sensitive to mandated deadlines. The principal duties of this class are performed in a general office environment and in the field, including exposure to adverse weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Plans and organizes field appraisal and reappraisal programs, determines project priorities, makes staff assignments, establishes project guidelines and procedures, and reviews work of subordinates;
- Supervises, and trains subordinate employees;
- Prepares and reviews ratio studies;
- Presents testimony to Board of Equalization, appeals hearings, and related review proceedings;
- Assists with annual Department budget preparation and administration;
- Performs detailed and technical appraisal and reappraisal of improved and unimproved rural, farm, residential, and commercial properties, and manufactured homes, depending on specialization and/or assignment, to arrive at an estimated fair market value for ad valorem tax purposes;
- Records appraisal information on standardized report forms and on computer;
- Answers questions of property owners related to the valuation and assessment of property;

- Interviews persons familiar with property, collects income and expense information, takes measurements, 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, and inputs inventory data on computer;
- Maintains current files and records of property sales within County to monitor trends of impending changes in market values;
- Travels through designated areas being alert to new construction and land development;
- Researches building permit records, sales, leases, and plat maps and contacts owner to arrange appraisals;
- Prepares documentation, processes paperwork and performs computer data entry, conducts audits to assure accuracy of records;
- Develops and provides statistical analysis and ratio studies;
- Prepares and presents reports;
- Responds, researches, and resolves public inquiries, requests for information, and complaints;
- 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

- Remains current on required certification by attending courses, workshops, and training seminars;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Principles, approaches, practices, techniques, tools, terminology, and objectives of property appraisal;
- Current Idaho code; State Tax Commission regulations, standards, and requirements; and County policies, procedures, and ordinances related to property appraisal;
- Current construction methods, techniques, materials, and practices;
- Operation of standard office equipment and a personal computer;
- Employee supervisory and evaluation methods and techniques.

Ability to:

- Supervise and train subordinate employees, monitor workflow, determine priorities, and make work assignments;
- Visually inspect, observe, and document physical details of property to arrive at an accurate and equitable appraisal;
- Apply appropriate methods of valuation;

- Make mathematical calculations to determine percentages, volumes, areas, and other related calculations;
- Make judgment decisions required for the appraisal process;
- 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;
- 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;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Prepare statistical reports and records;
- 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 and college courses preferred; or
- Five (5) years progressive property appraisal experience including two (2) years supervisory experience is required; 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;
- Successful completion of Appraisal Courses 1 and 2 and two additional courses approved by International Association of Assessing Officers (IAAO) to achieve Certified Property Appraiser III status is required;
- 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.