

BANNOCK COUNTY
CLASS SPECIFICATION

PROPERTY APPRAISER TRAINEE

Department: Assessor
FLSA Designation: Non-Exempt

Pay Grade: 8
Effective Date: 10/04, 08/09

Purpose of Class

Performs entry level technical duties related to the appraisal of improved and unimproved rural, farm, and residential land, commercial properties, manufactured homes and/or 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 attend formal classes and training and receive on-the-job training in the techniques and methods of property appraisal. The Trainee observes and assists Certified Property Appraisers in the performance of their duties. The work is performed under the general direction of an Appraiser Supervisor, with assignment to a Certified Property Appraiser. The nature of the work requires the employee to be detail oriented and time sensitive to mandated deadlines. The principal duties of this class are performed in the field and in the general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas;

Under direction of trained personnel:

- Performs appraisal of rural, residential, manufactured housing, commercial properties, and personal property to arrive at an estimated fair market value for ad valorem tax purposes;
- Records appraisal information on standardized report forms and on computer;
- Identifies taxable personal property to ensure such items as office furniture, removable fixtures, machinery, equipment, unlicensed vehicles, and other eligible property is properly assessed and entered onto County personal property rolls;
- 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 diagrams of appraised properties; calculates square footage; 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;
- Prepares documentation; processes paperwork and performs computer data entry; conducts audits to assure accuracy of records;
- 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

- Performs other related duties as required.

Competency Requirements

- Current office practices;
- Operation of standard office equipment and a personal computer.

Ability to:

- Follow written and oral directions;
- Attend classes and training seminars to become a Certified Property Appraiser;
- Visually observe the physical details of property and arrive at an accurate and equitable appraisal;
- Apply appropriate methods of valuation;
- Make mathematical calculations in determining percentages, volumes, areas, and other necessary and related calculations;
- Interpret cost manuals used in appraisal of personal and real property;
- Make judgment decisions in the appraisal process;
- Read legal descriptions, deeds, plat books, maps and blueprints;
- Operate a variety of tools and equipment such as calculator, camera, measuring devices, and related required tools;
- 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;
- Operate a motor vehicle;
- 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 officials, and the public;

- Respond to citizen requests in a courteous manner;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Perform a wide 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; and
- Two (2) years experience in real estate sales or a related field preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Must complete Appraisal Courses 1 and 2 approved by the International Association of Assessing Officers within two (2) years of hire;
- Idaho drivers license.

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.