

Millard County

Job Description

Title:	Appraiser Trainee	Code:	10-4146
Division:	Administration	Effective Date:	10/07
Department:	County Assessor	Last Revised:	10/23

GENERAL PURPOSE

Performs a variety of **working level complex technical duties** encompassing the complete valuation process from discovery to defense of tax assessment; performs inspection, classification, appraisal and valuation of countywide personal and real properties as needed to determine tax valuation.

SUPERVISION RECEIVED

Works under the general supervision of the County Assessor and Chief Deputy Assessor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs the inspection, classification, valuation and appraisal of real property including residential, commercial and agricultural properties; completes computer input of data and processing of documentation as needed to create county assessment roll; may attend equalization hearings or offer testimony in court as needed.

Determines valuations of varied types of real property; Assists with sales ratio studies at the direction of the Assessor; derives replacement costs of structures by entry and computation and by itemization and valuation of component parts; ascertains significant variation from standards; develops computerized cost standards, utilizes computer models programmed with building characteristics to develop cost approach to value; inspects and appraises a wide variety of property, i.e., residential, vacant land, farms, barns, out buildings, etc.; makes appraisal decisions for complex property.

Participates in ongoing reappraisal and appraisal efforts of properties; surveys county building activity for new construction or improvements assessing quality, condition and functional design; reviews application for construction and building permits.

Records appraisal information in current county valuation program in order to determine Ad Valorem value of property; assists in maintaining current files and records on property sales within the county in order to monitor trends on impending changes in property market value; reviews appraisal decision for appraisal consistency to assure equity between taxpayers; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards.

Travels through designated area being alert to new construction and land development; research building permits records, sales and leases, plat and tax rolls; locates new property developments, attempts to contacts property owners to arrange for appraisals.

Coordinates with County GIS staff, monitors segregation and combinations of properties; Assists with the collection and evaluation of sales for local sales study ratio; evaluates computerized appraisals to verify accuracy; monitors computer data and programs related to property valuation and appraisal.

May assist to conduct "greenbelt" valuations and inspections; locates and analyzes changes in land use and makes appropriate adjustments in property appraisals.

Responds to questions from property owners related to the evaluation and assessment of property; operates computer to obtain results needed for fair taxation; enters property values as needed; recalculates market values when current sales prove a need for updating files; estimates taxes on uncompleted buildings.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent and a preference of thirty (30) semester hours (in required courses) or two (2) years of specialized training or an associate degree;

OR

An equivalent combination of education and experience.

2. **Required Knowledge, Skills, and Abilities:**

Working knowledge of terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property (income approach); computer assisted property appraisal; tax laws of the State of Utah as they relate to property tax and the taxing process; taxation appeals processes related to board of equalization and court proceedings; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; technical report writing; physical attributes of Millard County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills.

Some knowledge of statistics, computer modeling, blueprint reading; drafting principles and terminology; county geography; basic principles of supervision.

Skill in operating a variety of tools and equipment, i.e., digital cameras, drafting instruments; measuring devices; video equipment, mobile tablets, etc.

Ability to analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales ratio studies; visually observe the details of property and arrive at an accurate and equitable appraisal; apply appropriate methods of valuation; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, drafting instruments, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions; interpret, develop and analyze cost manual used in appraisal of property.

3. **Special Qualifications and Other Requirements:**

- Must be able to become a licensed Appraiser Trainee real estate appraiser by the State Division of Real Estate

- Must qualify to become a Licensed Residential Appraiser within a reasonable amount of time from date of hire.
- Must maintain certification through completion of state available training courses.
- Must possess a valid Utah driver's license.
- Must acknowledge annual statement of ethical conduct.
- Must submit fingerprints, criminal background information and appraisal application form to the Utah Division of Real Estate.
- Must comply with all Millard County policies and procedures.

4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Occasionally drive a county vehicle during the course of work duties; Work may expose employee to contact with volatile or uncooperative members of the public. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions and continuing education.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)