

Property Appraiser II

Under administrative direction of the County Assessor, assists in valuation of real property. This includes performing physical inspections of property, collecting appropriate data, interviewing property owners, preparing field sketches, and determining property classifications. The Property Appraiser II will also update property record cards and operate a variety of office machines involving the use of typing skills. The candidate must be able to exercise independent judgement and make decisions. This position involves substantial public contact.

ESSENTIAL FUNCTIONS: Performs appraisal functions for taxation purposes, enters data into the computer for taxing purposes, explains procedures and methods used in valuation of taxpayer's property upon individual request, assists in office procedures and operation which may require lifting 15-20 pounds, must be able to work with the general public, must be able to work outside in all weather conditions.

NON-ESSENTIAL FUNCTIONS: Receives complaints and provides information, fills in when help is necessary in specified areas, knowledge of surveying and GIS mapping.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: Considerable knowledge of appraisal techniques and mass appraisal practices, knowledge of construction methods and techniques, ability to maintain work schedule and meet deadlines, ability to follow directions, ability to maintain cooperative working relationships with other employees and the general public, ability to handle high level of stress associated with working with the public.

MINIMUM QUALIFICATIONS: Graduation from a senior high school or equivalent supplemented experience performing property valuation work or any combination of training and experience which provides the desirable knowledge, abilities, and skills. Willing to train the right individual.

Day hours M-F 8:30 - 5:00. Wages negotiable depending on experience and qualifications plus benefits.