



UMATILLA COUNTY POSITION DESCRIPTION



Department: Assessment & Taxation
Position Title: Appraiser Trainee

Employee Name: _____

Effective Date: _____

Job Series: _____ **Salary Range:** R18
Union Covered: Yes **BOLI Exempt:** No

GENERAL DESCRIPTION OF POSITION

Appraise Urban and Rural properties within the County for ad valorem taxation.

PRINCIPAL DUTIES OF POSITION

- Conducts an unbiased and impartial assessment of market areas, statistics, and other pertinent information regarding specific properties, analyzes data, and develops an estimate of property value in accordance with government, company, regulatory board, and client specific guidelines. (EE)
- Documents on-site assessments with photographs, measurements, similar sales values, and demographic information. (EE)
- Draws land diagrams and other visual documentation. (EE)
- Considers all factors that could influence property value including land, neighborhoods, trends, future community changes, shopping centers, schools, parks, etc. This also includes the construction, condition, special features and functional design. (EE)
- Presents final evaluations and property value estimates to home buyers, sellers, investors, creditors, leasing and real estate agents. (EE)
- Partners with Chief Appraiser and other staff to resolve ongoing requests and make process improvement recommendations to eliminate addendums and quality control rejections.
- Participates in monthly Appraiser meeting. (EE)
- Meets all department turn time expectations and proactively escalates appropriately if timeframes are unable to be met. (EE)
- Re-appraise current maintenance area (EE)
- Provide supported information for all levels of appeals (EE)
- Field Work; Review, construction permits, measuring structures, collect data on inventory (EE)
- Sales reviews of assigned area (EE)
- Re Appraisal of cycle area (EE)
- Special projects; work with Data Analyst in development of land curve, time trends, and sales ratio for assigned area. (EE)
- Gathers sales data to defend County values for BOPTA (EE)

- Work Segs, Boundary line, and combination (EE)

OTHER DUTIES OF POSITION

- Defend county wide appraisals that have had appeals filed with the Board of Property Tax Appeals or Oregon Tax Courts. (EE)
- Apprise new construction county wide to include value on the assessment roll. (EE)
- Assist other staff, title companies, agencies and the general public with appraisal information. (EE)
- Satisfactory completion of the individualized training program, which will include participation in the following:
 - Technical appraisal courses;
 - Department of Revenue training courses;
 - Specific appraisal courses offered through professional appraisal associations;
 - Community college courses;
 - Complete pre-appraisal set-up of a neighborhood within the assessor=s current reappraisal cycle area, including a bare land study, a local cost modifier study, and classification and depreciation benchmarks.
- Other duties as assigned.

REQUIREMENTS FOR POSITION

- Must successfully complete and become certifies as an Appraiser by the Department of Revenue within two years of enrollment
- Possess current valid Oregon Driver's License
- Ability to maintain good rapport with the general public in the exercise of appraisal practices.
- Ability to work within varying client-driven deadlines
- Exceptional analytical and narrative writing skills
- Ability to analyze data, draw sound conclusions and summarize results
- Detail oriented and self-motivated
- Must be able to work in a fast paced, accurate environment
- Must have good communication skills, both written and verbal, and must be able to deliver a clear and understandable message to a variety of audiences including appraisers, vendors and operational staff
- Good organizational skills with the ability to multi-task, prioritize and follow up
- Knowledge of MLS and other real-estate related resources
- Extensive knowledge of computers, specifically Word, Adobe, and Excel
- Ability to read maps
- Ability to engage with property owners and/or tenants

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. Employee must be able to routinely climb/walk on uneven and mountain terrain and stairs.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

TOOLS & EQUIPMENT USED

Computer/Tablet, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in outside weather conditions. Work performed in the field involves all weather conditions; the employee rarely works in an office environment.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

Employee Signature/Date