



CLASSIFICATION NO. 333  
Revised: 2/87, 5/07, 6/14, 8/25  
Revised & Retitled: 1/93  
FLSA: Exempt  
EEO: 3

## **APPRAISAL SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under direction, to plan, organize and coordinate the appraisal of rural, urban, commercial, industrial and personal property; to supervise technical and clerical personnel; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Assessor's Office is responsible for the mapping and appraisal of properties in the County, the preparation of property assessment and taxation rolls and the collection and distribution of property taxes. This department provides services to all government jurisdictions in the County, including schools, cities and special taxing districts.

The Appraisal Supervisor is responsible to coordinate and supervise Sales Data Analysts, Appraisers, technical and clerical staff assigned to the Appraisal Division. The incumbent is responsible for the development and implementation of uniform appraisal methodologies and practices while exercising independent initiative and professional judgment to solve complex problems and to accomplish desired goals and objectives. The Appraisal Supervisor receives general direction from the Appraisal Manager and is expected to operate with a reasonable degree of independence.

The Appraisal Supervisor differs from the Sales Data Analyst and Senior Appraiser which performs advanced journey level property appraisals and acts as team leads for a limited number of Property Appraisers. The Appraisal Supervisor also differs from the Appraisal Manager who oversees the organization, planning and management of the appraisal functions within the Department.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Hires and supervises professional, technical and clerical staff to provide quality service to citizens and County staff; establish work goals and project plans; prepares performance evaluations; works with employees to correct deficiencies; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; monitors continuing education requirements for appraisers; promotes cooperative team efforts among staff and with other County departments.
2. Examines appraisal documents completed by appraisal staff to ensure proper classification of property and accuracy of total values; conducts appraisals of property with unusual or disputable conditions which may affect its value.

3. Prepares and/or supervises the preparation of reports and presentations to the Property Value Appeals Board, Department of Revenue (DOR), and Oregon Tax Court regarding contested appraisals and procedures; reviews and critiques expert testimony of others; assists County Counsel in information gathering and answering questions; resolves all assigned cases; presents written and oral expert testimony at tax court hearings if needed.
4. Evaluates and refines appraisal activities for cyclical and special projects as assigned by Appraisal Manager; evaluates and implements modifications to appraisal best practices; establishes production standards; maximizes use of office resources; determines and designs automation standards; reviews and provides final weekly metric performance reports to Appraisal Manager.
5. Completes workforce analysis and establishes timelines to ensure appraisal projects are completed in a timely manner; supervises the compilation of valid and reliable data samples and reviews the documentation of appraisal methodologies; provides management reports that evaluate the results.
6. Evaluates and makes recommendations to the Appraisal Manager regarding the annual reappraisal program reviews the establishment of and utilization of land benchmarks and building classification benchmarks.
7. Provides information and assistance to the public regarding department policies and procedures and appraisal laws and regulations; resolves complaints from the public; explains laws, regulations, policies and procedures to the public and staff.
8. Supervises the completion of the Assessor's Certified Ratio Report and a variety of special studies including depreciation and Life Cycle Cost Management (LCM) studies, construction cost, rental data, and market trends; evaluates procedures used in appraising and assessing assigned properties including the collection, storage and retrieval of valid data from market participants.

## **REQUIRED KNOWLEDGE AND SKILLS**

**Working knowledge of:** Principles and practices of real and personal property appraisal and ratio study procedures and methodologies including land mapping and surveying; principles and practices of effective motivation, coaching, performance management and supervision; participative management theories; principles and practices of providing customer service; tax lot maps and blue prints; variables affecting the value of urban and rural land; building materials, fixtures and general construction methods and costs for all classes of buildings; market factors, market forces and other indicators affecting property valuation, building depreciation and obsolescence; geometry and algebra; laws, regulations and court decisions affecting the appraisal of land, buildings and structures; computer applications related to assessment and taxation practices.

**Skill to:** Plan, organize and coordinate an appraisal section; establish and maintain appraisal standards; train, evaluate and supervise assigned personnel in appraisal standards and techniques; utilize computer assisted appraisal systems related to mass appraisal; review, interpret, apply and explain complex rules, regulations, codes, laws and ordinances related to property valuation appraisal and tax assessment techniques; collect, organize, analyze and interpret statistical data; apply appraisal principles and techniques in the performance and review of real and personal property appraisals; use and understand property maps, title

documents, building permits, property descriptions and related documents, floor plans and blueprints, boundaries from legal descriptions, mapping symbols and plotting lines; communicate effectively, both orally and in writing; prepare clear and concise appraisal and management information reports; work independently, prioritize work, coordinate activities and meet critical deadlines; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with County employees, government officials and the public.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of six (6) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Current registration as a Property Appraiser from the State of Oregon Department of Revenue (ORS 308.010).

### **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 2/25