



CLASSIFICATION NO. 332  
Established: 3/75  
Revised: 3/81, 9/90, 1/12, 6/16, 5/19  
Revised and Retitled: 6/23  
FLSA: Non-Exempt  
EEO: 3

## **PROPERTY APPRAISER**

### **CLASS CHARACTERISTICS**

Under supervision, to describe, classify and estimate the real market value of real and business personal property in accordance with Oregon Revised Statutes and Oregon Administrative Rules for assessment purposes; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Assessment and Taxation is responsible for the assessment of real and personal property, construction of assessment rolls and the collection, recording and distribution of all tax monies within the County. The technical appraisal staff is organized into various sections for the appraisal of urban, rural, personal, or commercial property.

Property Appraiser is the full working level in the series which performs appraisals of property in a prescribed manner. This class is distinguished from the higher-level class of Property Appraiser, Senior which performs more complex appraisals and serves as lead on various projects.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Performs appraisal of urban, rural, personal or income producing properties for tax assessment purposes; inspects interiors and exteriors of structures to determine classification according to established standards and guidelines; records factual information and comments on appraisal forms by comparison with improvements of similar quality, size, shape, condition, and age; records complete descriptions of improvements.
2. Provides public service through extensive interaction with customers by phone, email, or in person, explaining appraisal and assessment procedures and value conclusions to taxpayers.
3. Reads and interprets building plans in order to diagram structures and capture inventory using sketch software; measures buildings and computes total area.
4. Estimates residential construction costs and replacement costs less normal depreciation; assists with estimates of residential property by comparison with sales or comparable property.
5. Collects, reviews, and inspects sales information for similar property; determines market value and segregates improvement value on land residuals; performs tasks with increasing

complexity such as special studies and appeals to the Board of Property Tax Appeals or Magistrate Court; performs Maximum Assessed Value calculations and Tax Roll Corrections; lists personal property subject to taxation; classifies farmland by location, topography, soil productivity and other pertinent factors.

6. Contacts realtors, builders, lending institutions, planning offices and property owners to obtain information on factors which may affect market values.
7. Inspects new construction and improvements to existing structures, for example, new houses, additions, warehouses, tenant improvements, and interior build out; inspects, draws value conclusions, and completes appraisals on structures affected by fire, structural damage or deferred maintenance, and other appraisal assignments.
8. Researches computer data sources including residential and business multiple listing services, subscription databases, publications, GIS/satellite/aerial imagery, professional memberships, and regulatory agencies/jurisdictions/municipalities.
9. Maintains data integrity by using consistent data collection and verification techniques; maintains official records and documents in accordance with Oregon Administrative Rules for retention, discovery, and destruction.
10. Completes sales confirmation by reviewing deeds, interviewing owners, contractors, real estate agents and others to obtain data related to terms and conditions of sales and/or listings; performs online research to adequately determine the validity of sales.
11. Prepares appraisals using the three approaches to value for appeal purposes and may testify before the Oregon Tax Court and lower-level appeal bodies regarding tax assessment appeals.

### **REQUIRED KNOWLEDGE AND SKILLS**

Some knowledge of: Real estate, real property values and building constructions; mathematics, including basic algebra, geometry and arithmetic; basic statistical concepts and terminology; computers, including relevant office and appraisal software applications; basic principles of economics and property appraising.

Skill to: Learn and apply appraisal and valuation principles, methods and pertinent legal provisions; learn and apply laws and regulations regarding property taxation; learn to interpret and evaluate data; apply statistical techniques to property appraisal; read and interpret blueprints, maps, sketches, and property descriptions; read and interpret various laws and codes concerning revenue and taxation; measure and draw sketches of improvements to scale; make accurate appraisals of a variety of land holdings, including farm buildings, urban properties and industrial properties; keep accurate records and make clear and concise reports; gather, evaluate and convey information; effectively explain the appraisal process and specific information to taxpayers; select appropriate method of valuation and validate conclusions; analyze issues from multiple perspectives; identify alternative solutions and recommend appropriate action; effectively operate computer hardware; learn, understand, execute and apply methods and concepts of appraisal software applications; establish and maintain effective working relationships with the public and departmental staff; communicate effectively, both orally and in writing.

## **WORKING CONDITIONS**

Duties in the field require walking, twisting, balancing, grasping, fine motor control, and involve exposure to inclement weather, noise, and slippery and/or uneven surfaces.

## **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:** None Required.

### **Licenses/Certifications:**

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

- Possession of and the ability to maintain current registration as a Qualified 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.