



CLASSIFICATION NO. 334
Established: 3/75
Revised: 3/81, 1/12, 6/16, 5/19
FLSA: Non-Exempt
EEO: 3

PROPERTY APPRAISER, SENIOR

CLASS CHARACTERISTICS

Under general supervision, to perform difficult technical valuation work in the classification and appraisal of real property for assessment purposes in accordance with Oregon Revised Statutes and Oregon Administrative Rules; to assist in the training of subordinate appraisers in the theory and techniques of real property appraisals; 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, Senior is the advanced working level in the appraisal series and performs appraisals of commercial, industrial, residential, special use, and rural property. These appraisals are typically more complex than those performed by Property Appraisers 1 and 2 by the nature and variety of structures, uses, and appraisal techniques which must be employed. Incumbents serve as lead worker by overseeing appraisal projects or a small number of employees engaged in appraisal work, and in training lower level staff in appraisal techniques. The Appraisal Supervisor has full supervisory responsibility for appraisal staff and projects.

TYPICAL TASKS

Duties may include but are not limited to:

1. Leads a group of appraisers or appraisal projects; trains and instructs appraisers in proper appraisal practices and procedures; reviews completed work of appraisers; assists with planning and coordination of projects; annually performs preliminary and final review on a large volume of valuation changes; processes valuation tax roll corrections and maximum assessed value (MAV) override calculations.
2. Communicates, coordinates and may advise the public, other County departments and agencies such as the State of Oregon Department of Forestry regarding appraisal/assessment procedures and regulations; contacts realtors, builders, lending agencies, planning offices and property owners to gather information on factors affecting market values; prepares reports and may appear before the Oregon State Tax Court and lower level appeal bodies regarding valuation appeals.
3. Examines and reviews commercial, industrial, or complex residential/farm properties for type and quality of construction; visits and interviews owners, contractors, real estate agents and others in investigating sales and listings of properties; gathers data on rentals, leases, and

income and estimates value based on actual and potential capitalized earning capacity of the property; computes proper portion of value of improvements to land; reviews land residual for equity with adjacent land.

4. Oversees farm rent study and qualification and disqualification of farm and forest properties; performs or leads physical inspections of rural and undeveloped land for information related to current use and estimated future development; collects various data including information regarding sales of land; determines current market value and documents basis for decision.
5. Oversees and ensures quality control of computerized valuation process; reviews and ensures quality control of digital sketches and property inventory.
6. Determines design standards for automation and designs tools such as field market survey sheets, automated workflows, procedural documentation, checklists, and quality assurance checks and charts.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Property tax system and adjustments necessary to compute assessed values resulting from corrections or adjustments to real market value; principles, practices and methods of real property appraisal; technical appraisal practices and procedures used in residential, commercial, farm, forest, manufactured housing and land appraisal, pertinent structural, economic, and environmental factors affecting property value; special assessment programs and exempt properties including farm, forest, wildlife habitat, historical, commercial facilities under construction, enterprise zones, riparian and open space; construction techniques, blueprints, maps, property descriptions, quality of building materials, equipment, workmanship, and general construction quality and quantity as applied to all classes of building; factors affecting building appreciation and obsolescence; laws, regulations, and court decisions affecting the appraisal of land, buildings, structures and personal property; statistical concepts and terminology; modern principles of real estate, appraisal, land mapping and surveying; computers including relevant office and appraisal software applications; mathematics, including algebra, geometry and arithmetic.

Skill to: Apply appraisal principles, methods and pertinent legal provisions in the appraisal of difficult and varied types of real property; analyze uniformity and consistency throughout the appraisal process; interpret and apply laws, regulations and court decisions affecting the appraisal of land, building, structures, and personal property; read and interpret blueprints, maps, sketches and property descriptions; draw sketches on improvements to scale; keep accurate and detailed records; gather, evaluate, and convey accurate information; effectively explain the appraisal process and specific information to taxpayers; understand computer mass appraisal system components, calculation process and diagram sketching procedure; relate technical appraisal practices and procedures to computer appraisal models to achieve recalculated market values; communicate clearly and concisely in both oral and written presentations on technical matters; prepare and present oral and written reports; analyze and interpret statistical data and make sound recommendations for the guidance of other appraisers; effectively operate a computer; gain proficiency in a wide variety of software applications; establish and maintain effective working relationships with the general public, departmental staff and other agencies; train, motivate, lead and evaluate the work of others.

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: A minimum of three (3) 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.