



EMPLOYMENT OPPORTUNITY

Job #AO18-007

Appraiser II

Assessment & Taxation

Recruitment closes January 31 at 3:00 p.m.

Postmarks not accepted.

The Assessor's office is seeking to fill two (2) regular, full-time Appraiser II positions. These positions could be underfilled with an Appraiser I or Appraiser Trainee, depending on experience. Duties will include some or all of the following: physical and/or visual field inspections of residential and some commercial properties, data analysis for valuation models, preparation and presentation of summary appraisals for property appeals, and other duties as required by the position.

The successful applicants must be self-directed, detail-oriented, and possess the ability to work in a team environment and to interact with co-workers and the public in a courteous, professional manner in addition to being computer literate and proficient in Microsoft Excel, Word, and Outlook.

The preference is for the successful candidates to have a Bachelor's degree in real estate, business, public administration, or a related field is preferred and possess Oregon State Certification with 3-5 years of appraisal experience, however an Associate's degree in real estate with emphasis in appraisal or a related field with appraisal experience may substitute for the bachelor's degree for the Appraiser II position. The successful applicants must obtain an appraiser certification within six (6) months of hire. A valid Oregon driver's license and an acceptable driving record are also required.

Salary ranges are as follows:

Appraiser II - \$3695-\$4810 * Appraiser I- \$3198-\$4232 * Appraiser Trainee- \$3047- \$4046

Benefits include medical, dental, vision, life insurance, health savings, paid leaves, paid holidays, PERS and deferred compensation options. For more information, including how to apply, visit <http://www.co.yamhill.or.us/hr>.

Employees must be able to perform the essential functions of this classification with or without accommodation.

Yamhill County is an Equal Employment Opportunity Employer in full compliance with the ADA. All qualified applicants are encouraged to apply. A completed County application is required. Applicants are considered for employment based on their qualifications without regard to race, religion, gender, sexual orientation, national origin, age, marital or veteran status, medical condition or disability, or any other factor prohibited by law or regulation.

Please notify the Human Resources Office if you need accommodation or assistance with any part of our process.



WORKING TITLE: APPRAISER II	CLASSIFICATION: APPRAISER II
DEPARTMENT: ASSESSOR	DIVISION: ASSESSMENT & TAXATION
PAY RANGE: OPEU 18	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs residential and farm real property appraisal work for tax assessment purposes. Positions of this classification are normally assigned to a geographical area within Yamhill County or may be assigned to a specific kind of property assessment, e.g., residential, farm, commercial, personnel, etc. An Appraiser II is responsible for the uniformity of appraisals and for coordination with the assessor and the appraising supervisor to insure uniformity between all appraisals.

SUPERVISION RECEIVED:

Works under the supervision of the Appraising Supervisor who assigns and reviews work for conformance with established appraisal procedures, department policy and results achieved.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this class. However, incumbents may provide technical assistance to or assist in the training of new employees.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Appraises a wide variety of real property including urban, rural, commercial, and farm property for tax assessment purposes; appraises new construction and additions or improvements to existing structures.
- Gathers and evaluates real property sales data for the purpose of determining trends and averages as indicators of current value.
- Prepares reports on appraisals and valuations performed.
- Prepares and presents data to the Board of Equalization explaining methodology followed.
- Re-appraises property which owners appeal for review or re-appraisal.
- Collects data for appraisal by visually inspecting property, measuring and sketching all improvements, listing all components of buildings, listing all outside improvements, applies depreciation percentage, collects and studies market data.
- Verifies sales and conditions pertinent to those sales; establishes benchmarks within the appraisal areas for comparable properties.

- Answers inquiries of the public regarding assessed values and pertinent appraisals.
- Performs other related work as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Types and quality of building construction.
- Data collection for appraisals.

SKILL IN:

- Reading and understanding appraisal manuals.
- Communicating effectively, both orally and in writing.
- Performing arithmetic computations as needed.
- Gathering and evaluating data.

ABILITY TO:

- Read, understand and apply appraisal manuals, legal requirements and zoning regulations.
- Gather, analyze and interpret appraisal data.
- Perform and evaluate appraisals in a uniform manner.
- Read and understand maps and legal descriptions.
- Interacting with the public and others in a courteous and tactful manner, sometimes under stressful situations.
- Communicate effectively, both orally and in writing.
- Perform arithmetic computations as needed.
- Establish and maintain effective working relationships with the public, taxpayers, supervisors, other employees and the assessor.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

One year of experience at a level equivalent to an Appraiser I. Related experience in real estate, residential building construction, building inspection or related field may be substituted. An Associate's degree from a community college in property appraisal, real estate technology, or a related field is required. A Bachelor's degree in business or public administration, forestry, agriculture, planning, or a related field is preferred. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Possession of Oregon State Certification as property appraiser is required.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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 functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.



WORKING TITLE: APPRAISER I	CLASSIFICATION: APPRAISER I
DEPARTMENT: ASSESSOR	DIVISION: ASSESSMENT & TAXATION
PAY RANGE: OPEU 15	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This is entry level property appraisal work. Positions of this class assist experienced Appraisers in a training capacity. After an initial training period, incumbents conduct property appraisals of increasing difficulty. Most of the appraisals deal with residential property. However, some appraisals of farmland, commercial, mobile homes and other property may be required. Employees of this class may be responsible for presenting and explaining appraisals to the taxpayer and the Board of Equalization.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Appraising Supervisor who assigns work and reviews work for conformance with established appraisal procedures, department policy and results achieved.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this class.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- After an initial training period, appraises real property by reviewing recent sales to establish property value benchmarks and local cost modifiers.
- Assists the public by responding to their general inquiries and providing information pertinent to their concerns; refers problems or questions unable to answer to a higher level appraiser.
- Inspects property to determine class, depreciation, and functional utility; takes measurements, notes adjacent property and uses, improvements, etc.
- Performs other related work as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Types and quality of building construction.

SKILL IN:

- Reading and understanding appraisal manuals.
- Communicating effectively, both orally and in writing.

ABILITY TO:

- Read, understand and apply appraisal manuals, legal requirements and land use/zoning regulations.
- Learn to gather, analyze and interpret appraisal data.
- Read and understand maps and legal descriptions.
- Interact with the public in a courteous and tactful manner, sometimes under stressful situations.
- Communicate effectively both orally and in writing.
- Perform arithmetic computations, as needed.
- Establish and maintain effective working relationships with the public, taxpayers, supervisors, other employees and the assessor.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Bachelor's degree in business or public administration, forestry, agriculture, planning or a related field. An Associate's degree in property appraisal, real estate technology or a related field from a community college may be substituted for the bachelor's degree. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Possession of Oregon State Certification as property appraiser is required.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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 functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.



WORKING TITLE: APPRAISER TRAINEE	CLASSIFICATION: APPRAISER TRAINEE
DEPARTMENT: ASSESSOR	DIVISION: ASSESSMENT & TAXATION
PAY RANGE: OPEU 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This classification is an entry level position. The trainee will conduct a variety of tasks related to residential appraisal in conjunction with the trainer.

Upon satisfactorily meeting the experience, knowledge, training and special requirements of the classification, the employee may be promoted to the classification of Appraiser I.

SUPERVISION RECEIVED:

Works under the supervision of the County Assessor, Chief Appraiser or a designated trainer.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this classification.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Makes field investigation and surveys of real and personal property to verify or note differences existing on appraisal records.
- Measures buildings and draws building diagrams by computer and by hand.
- Records data in computer assessment programs.
- Makes field investigations and surveys and assembles basic data for valuation purposes for use by appraisers, supervisor or designated trainer for appraisal purposes.
- Inspects land parcels and records characteristics, including size, shape, topography, etc.
- Report's findings to appraisers, supervisor or designated trainer.
- May make computations of figures determined and supplied by appraisers.
- Assembles and records sales data for appraisers.

JOB SPECIFICATION

ABILITY TO:

- Learn types of building construction
- Read, understand, and apply appraisal manuals, legal requirements and land use

regulations.

- Learn to gather, analyze, and interpret appraisal data.
- Perform appraisals in a uniform manner, sometimes under stressful situations.
- Express ideas effectively.
- Perform arithmetic computations
- Establish and maintain effective working relationships with the public, taxpayers, supervisors, other employees, and elected officials.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Any combination of experience and training that would likely provide the knowledge and abilities is qualifying. Example: previous experience dealing with the public, in construction, or real estate. Educational training sufficient to indicate effective math and verbal abilities.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

SPECIAL REQUIREMENTS:

- Must successfully complete a six-month introductory period in the property Appraiser Trainee position and an additional six months of on the job training, education and other work related experience.
- Must pass the State of Oregon Appraiser Test, becoming a qualified registered appraiser, within a two-year period of beginning the program.
- Must study and pass tests on the methods manual, mapping and legal descriptions, income, cost and market approach to value, and the completion examination from the training manual developed by DOR and administered by supervisor.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds regularly and 30 pounds occasionally.

Contact with the public in office environment may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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 functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.