



YAMHILL COUNTY CAREER OPPORTUNITY

Job #AO19-016

Recruitment closes March 22, 2019 at 3:00 p.m.



Chief Appraiser

Salary: \$4706 - \$5989/month, DOE with Excellent Benefits

Our Community

Yamhill County has approximately 102,000 residents and is a very desirable place to live in the heart of the Willamette Valley wine country. Yamhill County is home to Linfield College and Chemeketa Community College in McMinnville and George Fox University and Portland Community College in Newberg. Yamhill County is centrally located in the Willamette Valley, within close proximity to the Oregon Coast, the Portland and Salem metropolitan areas, and the Oregon Cascade Mountains. Wide varieties of indoor and outdoor recreation opportunities are available. We have the benefits, appeal and superior quality of life found in a small town community, while enjoying active social and cultural lifestyles found in larger metropolitan areas.



The Chief Appraiser

There is one regular full-time position available in the Assessor's office for a Chief Appraiser to plan, organize, supervise, and delegate the work of subordinate personnel in the appraisal of residential, commercial, industrial, agricultural, manufactured homes, and timber property for assessment purposes. The work involves advising and directing subordinates on difficult appraisals, performing desk and field reviews of appraisal work, and ensuring uniformity between all appraisals. The chief Appraiser is responsible for compliance with all statutes and administrative rules relating to appraisal functions and may have considerable contact with the public and representatives of other County departments and the Oregon Department of Revenue.

Please see the attached job description for full details.

The Benefits

Health coverage - Group medical, dental, and vision insurance coverage for the entire family. For the 2018-19 plan year, the County pays 99% of the monthly premium and employees pay 1% (\$15.10 per month) for the Base Plan. With this plan, employees are eligible for a \$100 a month contribution into an HRA VEBA account. Buy-up plans are also available.

Retirement - PERS (Public Employee Retirement System) contribution is 100% employer funded, which includes both contribution to PERS pension and IAP accounts (IAP contribution is 6% of salary).

Short-Term Disability - 100% County paid

Life insurance - \$6,000 for employee/\$2,000 for spouse and children - 100% County Paid.

Vacation/Sick Leave - Flexible Earned Time (FET) is a combination of vacation and sick leave. To start, you will earn 12.38 hours per month and future accruals increase based on years of service. After a year of service and depending on FET balance, employees may sell-back up to 40 hours of FET per year.



The Qualifications

The position requires a bachelor's degree in business administration, finance, public administration, engineering, real estate, or a related field and four (4) years' experience in real estate, property appraisal or management, or an associate's degree in the fields listed above and six (6) years' experience in real estate, property appraisal or management, including one (1) year of supervisory experience. 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 registration as a Registered Appraiser under the provision of ORS 308.010 or the ability to obtain certification within 60 days of hire is required in addition to a valid Oregon driver's license and an acceptable driving record.



The Candidate

The successful applicant 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.

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

The Application Process

Please visit the Yamhill County website at www.co.yamhill.or.us/hr to download an application. You may submit your application by mail (US Postal Service), fax (503-434-7553), e-mail (employment@co.yamhill.or.us), or hand-delivery (434 NE Evans St., McMinnville OR 97128). Please contact our Human Resources Department at 503-474-4901 if you have any questions about our application process.

Yamhill County is an Equal Employment Opportunity Employer and values diversity. 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. Veterans are encouraged to apply. In order to receive Veterans' Preference Points, please be sure to submit the required Veterans Hiring Preference Form. Please notify the Human Resources Office if you need accommodation or assistance with any part of our application process.



WORKING TITLE: CHIEF APPRAISER	CLASSIFICATION: CHIEF APPRAISER
DEPARTMENT: ASSESSMENT & TAXATION	DIVISION: ASSESSMENT & TAXATION
PAY RANGE: NBYCM 23	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Plans, organizes, supervises and delegates the work of subordinate personnel in the appraisal of residential, commercial, industrial, agricultural, manufactured home, and timber property for assessment purposes. Work involves advising and directing subordinates on difficult appraisals, performing desk and field reviews of appraisal work, and insuring uniformity between all appraisals. Responsible for compliance of all statutes and administrative rules relating to appraisal functions. May have considerable contact with the public and representatives of other County departments and the Oregon Department of Revenue.

SUPERVISION RECEIVED:

Works under the general supervision of the Assessor and the Deputy Assessor who outline department policies and objectives, assign duties, and review performance for program progress and overall results achieved.

SUPERVISION EXERCISED:

Exercises direct supervision over subordinate personnel in the Appraiser Trainee, Appraiser I, Appraiser II, Appraiser III and Sales Data Analyst classes. Conducts performance evaluations, coaches, counsels, and recommends disciplinary actions, assists with grievances and recommends personnel actions.

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:

- Direct supervision of all Appraisers; plans, organizes, prioritizes, assigns and reviews the work of staff involved in the appraisal and assessment of all properties in the county. Establishes work goals and project plans.
- Reviews subordinate work for conformance with established policies, procedures, standards, property appraisal techniques and Oregon Statute.
- Develops, coordinates, participates in and monitors various studies and surveys including replacement cost data, cycle re-appraisal, market trends analysis, farm income questionnaires, pre-appraisal setup and red tag account completion.
- Responds to and resolves questions, concerns, and complaints from the public and other governmental agencies.

- Investigates complaints referred by subordinates. Assists in the resolution of such complaints.
- Explains relevant laws and department regulations to the public and other governmental agencies.
- Confers with and advises the Assessor and Deputy Assessor in all phases of valuation.
- Interprets department policies and procedures and participates in establishing work methods, and assists in the creation and modification of office policies and procedures as required.
- Ensures that subordinate staff receives necessary training to meet continuing education requirements.
- Ensures that subordinate staff receives adequate training and instruction related to the use of all computer related equipment and programs.
- Assists appraisal staff in difficult, complex or sensitive appraisal problems. As required, reappraises property of a unique nature.
- Directs and reviews the statutorily mandated sales assessment ratio study and its recommendations for modifying ratios.
- Maintains and updates as required various tracking logs for office work projects. Such logs include Tax Court, BoPTA, Farm and Forest Applications, Exemptions, Revisions, Computer Issues, etc.
- Ensures that all items on the various logs are completed in a timely manner.
- Conducts staff meetings regarding office policies, safety issues, appraisal concerns, office policy and procedures, and other statewide issues related to assessment and taxation.
- Participates in policy group meetings with other county or state agencies as required.
- Participates in Oregon Department of Revenue technical group meetings regarding statewide issues related to assessment and taxation.
- Prepares performance evaluations for assigned employees.
- Provides guidance to subordinate employees for overall performance improvement and career development.
- Develops, implements and monitors individual performance work plans when necessary.
- Initiates progressive discipline when necessary.
- Meets with Human Resource representatives and/or union officials regarding discipline and grievance issues.
- Performs other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles and processes for providing customer and personal services.
- Principles and practices of ad valorem taxation.
- Standards and codes of conduct set by the Oregon Department of Revenue.
- Principles and practices of urban, rural, residential, commercial, industrial and mass appraisal.
- Oregon State Revised Statutes, Oregon Administrative Rules and Oregon Department of Revenue valuation methods related to property valuation.
- Policy and procedure development, implementation and modification.

- Market factors, market forces and other indicators affecting property valuation.
- Effective motivation, coaching and performance management of personnel.
- Effects of economic trends on the real estate market.
- Principles of supervision, training and other employer-employee relations.
- Courtroom protocols, rules and procedures.
- Principles of preparing persuasive arguments, public speaking and presentations.
- Software tools used for appraisal data analysis.

SKILL IN:

- Organizing, directing and implementing a comprehensive appraisal program.
- Managing time and the time of others to effectively coordinate work of staff and meet critical deadlines.
- Locating, researching, interpreting and applying a variety of records and information related to property valuation.
- Identifying complex problems and reviewing relevant information to evaluate options and implement solutions.
- Using Microsoft Office products including Word, Excel, Outlook and Access at an advanced level of proficiency.

ABILITY TO:

- Understand and use property maps, title documents, property descriptions and related documents, blueprints, and legal descriptions.
- Make statistical inferences from complex data.
- Work independently and delegate authority.
- Plan, organize, coordinate, and supervise the work of subordinates.
- Effectively communicate ideas both orally and in writing.
- Read, understand, interpret and apply state statutes, administrative rules, County ordinances and departmental policies and procedures.
- Develop, implement and modify policies and procedures.
- Use sound judgment and personal initiative to accomplish assignments.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A Bachelor's degree in Business Administration, Finance, Public Administration, Engineering, Real Estate or related field AND four (4) years of experience in real estate, property appraisal or management, including one (1) year of supervisory experience OR

An Associate's degree in Business Administration, Finance, Public Administration, Engineering, Real Estate or related field, AND six (6) years of experience in real estate, property appraisal or management, including one (1) year of supervisory experience.

Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Possession of Oregon State registration as a Registered Appraiser under the provisions of ORS 308.010,

or the ability to obtain a Registered Appraiser certificate from the State of Oregon Department of Administrative Services within 60 days of hire.

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:

Work is performed in both an office environment and in the field when making property inspections and performing field reviews. Performing field work requires that the employee be exposed to all types of weather conditions and various types of terrain. The employee also 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 environments is typical of that of an office/outdoors. The employee will encounter frequent interruptions throughout the workday. Employees may come into contact with hostile people. This is a production oriented position with heavy seasonal workflow requirements. The position is impacted by urgent time deadlines to complete appraisals, repetitiveness, quota pressure to complete assigned number of accounts, heavy or uncontrollable work flow and the need for extreme accuracy and attention to fine detail is required.

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, office, and outdoor 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.