



## **EMPLOYMENT OPPORTUNITY**

**Job #AO18-051**

**Appraiser III**

Assessment & Taxation

Recruitment closes June 22, 2018 at 3:00 p.m.

*Postmarks not accepted.*

The Assessor's office is seeking to fill one regular full-time Appraiser III position. Duties will include some or all of the following: examination of new and existing commercial, industrial and retail buildings, structures and facilities, gathering and evaluating real property sales data for the purpose of determining trends and averages as indicators of current market value, and other duties as required by the position.

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.

The position requires two (2) years' experience as a state Appraiser II or equivalent as a licensed residential fee appraiser, Certification from the Oregon ACLB as a Certified General Appraiser, and a Bachelor's degree in real estate, business administration or related field (please see job description for full minimum experience and training). A valid Oregon driver's license and an acceptable driving record are also required. Please see the attached job description for more details regarding minimum experience and training required for this position.

Full salary range: \$4046 - \$5219/month, depending on experience. Excellent benefits include medical, dental, vision, life insurance, health savings, paid leaves, paid holidays, 100 % Employer paid PERS contributions, and deferred compensation options.

Employees must be able to perform the essential functions of this classification with or without accommodation. For more information, including how to apply, visit <http://www.co.yamhill.or.us/hr>.

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.*



<b>WORKING TITLE:</b> APPRAISER III	<b>CLASSIFICATION:</b> APPRAISER III
<b>DEPARTMENT:</b> ASSESSOR	<b>DIVISION:</b> ASSESSMENT & TAXATION
<b>PAY RANGE:</b> OPEU 20	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIREMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 9410
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> APRIL 2018

**JOB DESCRIPTION**

***GENERAL STATEMENT OF DUTIES:***

Performs experienced real property appraisal work for tax assessment purposes within a designated geographical area of Yamhill County. Positions of this classification are primarily responsible for appraising commercial, retail, and large tract timber or agricultural property. An Appraiser III is responsible for the uniformity between all appraisals. Work is performed independently and includes defending appraisals to the taxpayer and the Board of equalization. An Appraiser III is distinguished from an Appraiser II by the amount of supervision received, the unique nature or difficulty of appraisals performed, and the ability required to analyze and evaluate types and quality of building construction.

***SUPERVISION RECEIVED:***

Works under the general 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:**

- Examines new and existing commercial, industrial, or retail buildings, structures and facilities.
- Inspects the quality of materials and construction methods used and maintenance received.
- Determines the fair market value of the property.
- Examines agricultural tracts and cruises timber stands.
- Reviews related characteristics such as topography, zoning, surrounding development, soil class and the size and age of timber.
- Determines the effect of related characteristics on the value of the tract.
- Gathers and evaluates real property sales data for the purpose of determining trends and averages as indicators of current market value.

- Conducts property rental and maintenance expense surveys to determine current market conditions.
- Gathers and analyzes construction cost data.
- Prepares reports on appraisals, research and valuations performed.
- Explains appraisals to taxpayers and defends appraisals before the County Board of Equalization.
- Provides information to taxpayers over the phone, in the office and in the field relating to the laws, regulations, methods and procedures used in appraising and tax assessment.
- Performs other related work as required.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Types and quality of building construction.
- Modern principles and practices used in property appraisal and all three of the approaches to value.
- Materials used in building construction.
- State statutes and administrative rules applicable to property appraisal.
- Principles and practices used in the appraisal of agricultural and timber property.

#### **SKILL IN:**

- Reading and understanding appraisal manuals.
- Communicating effectively, both orally and in writing.
- Performing arithmetic computations as needed.
- Gathering and evaluating data and preparing reports.
- Establishing and maintaining effective working relationships with supervisors, co-workers, other county employees, and the general public.

#### **ABILITY TO:**

- Read, understand and apply appraisal manuals, legal requirements and land use/zoning regulations.
- Gather, analyze and interpret statistical appraisal data.
- Interpret appraisal, aerial, soil, and topographical maps.
- Read and understand maps and legal descriptions.
- Review and evaluate appraisals in a uniform manner.
- Draft clear and concise reports relating to property appraised.
- Read and understand building construction plans, specifications and blueprints.
- Read, understand, interpret, and apply state statutes and administrative rules governing property appraisal.
- Interact with the public in a courteous and tactful manner, sometimes under stressful situations.
- Communicate effectively both orally and in writing.
- Assist in problem solving and conflict resolution among team members.
- Perform arithmetic computations, as needed.
- Work independently.

- Establish and maintain effective working relationships with supervisors, co-workers, other county employees, and the general public.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Two years' experience as a state Appraiser II or equivalent as a licensed residential fee appraiser, *and* Certification from the Oregon ACLB as a Certified General Appraiser (active or inactive acceptable), *or* successful completion of coursework from the IAAO, Appraisal Institute, or accredited appraisal education agency including the following courses: Commercial Income Approach 1 & 2, Commercial Market Analysis and Highest & Best Use Analysis, Commercial Sales Comparison, Commercial Site Valuation and Cost, Real Estate Finance, and Stats and Valuation Modeling, *and* A Bachelor's degree in real estate, business administration or a related field. Any combination of experience and education equivalent to two years' working in a field that would demonstrate the capacity to work as a state licensed commercial industrial property appraiser.

Possession of Oregon State Certification as property appraiser required within 6 months 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:**

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 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 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.*