



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Chief Appraiser  
Department: Assessor  
FLSA Status: Exempt  
Job Code: 1047  
WC Code: 9410  
Effective Date: January 1, 1991  
Last Revised: January 1, 2019  
Pay Grade: NU17  
Union: Non-Union

#### SUMMARY

An employee in this classification is responsible for the real property appraisal operations, including ensuring compliance with applicable laws and ordinances. Work is performed under the direction of the County Assessor who occasionally reviews for results attained. Plans, organizes and manages the development, implementation and on-going operations of the appraisal section. Initiates and implements management activities and provides leadership, technical guidance and support to appraisal staff; does related work as required.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Coordinates, schedules and oversees all activities of appraisal section to assure that work is performed efficiently and according to appropriate guidelines, procedures and regulations; prioritize and coordinate work to ensure timely completion of projects.
2. Supervises subordinate employees including assigning and reviewing work, evaluating performance, providing guidance and instruction, taking necessary disciplinary action and participation on hiring and termination decisions.
3. Determines accounts/areas to be appraised; assigns appraisal work areas to staff; monitors field progress; and reviews completed appraisals; may occasionally require property visits to review accuracy of staff performance.
4. Remains current on legislation, legal requirements, and ordinances and interprets information to advise staff of any applicable changes in procedures to reflect revised legal requirements.
5. Analyzes program effectiveness and recommends improvements to existing services, equipment and operating systems; researches, analyzes and evaluates new developments in assigned area.

6. Develops and maintains a record-keeping system that provides for the proper evaluation, control and documentation of assigned operations.
7. Responds to inquiries from the public regarding procedures, laws, property values and other related matters.
8. Prepares or reviews material for the defense of appraisals; defends appeals to the Board of Property Tax Appeals and Oregon Tax Court.
9. Attends conferences and seminars to keep informed of property assessment and taxation laws and maintain appraisal certification.
10. Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures. Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.

#### SUPERVISORY RESPONSIBILITIES

Responsible for providing supervision to approximately 7 FTE.

#### QUALIFICATIONS

Thorough knowledge of real property appraisal methods and appropriate applications; Oregon Revised Statutes and Administrative Rules pertaining to assessment and taxation. Considerable knowledge of supervision and personnel practices.

#### EDUCATION AND EXPERIENCE

Bachelor's degree with major coursework in economics, business/public administration, real estate or related field; experience using Computer Assisted Mass Appraisal (CAMA) software and database query software; six years of progressively responsible experience in an Assessor's Office including supervisory or managerial experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Problems encountered revolve around interpretation of ever changing statutes, administrative rules, and ordinances and assisting in the development of the corresponding policies and procedures for the appraisal staff. Also, there are challenging experiences in explaining tax assessments to the public. The consequences of errors and poor judgment could cause the County embarrassment and have legal implications. Mistakes in property values cause inequitable tax burdens.

JOB CONTACTS: Daily contact is made with the general public to discuss tax matters. On a regular basis, contacts are made with other County departments, realtors, contractors and the Oregon Department of Revenue.

#### LANGUAGE SKILLS

Ability to read, analyze and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publications that conform to prescribed style and format. Ability to effectively present information to management and/or public groups.

#### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Certified as a qualified appraiser by the Oregon Department of Revenue. Possession of or ability to obtain a valid Oregon Driver's license.

#### OTHER SKILLS AND ABILITIES

Ability to Organize and direct work schedules to meet mandatory deadlines; interpret and implement new laws and rules pertaining to assessment and taxation; communicate effectively both verbally and in writing; maintain effective working relationships with other employees, County departments and the general public; compose clear and concise reports; plan and supervise the work of others; accurately perform mathematical calculations.

#### PHYSICAL REQUIREMENTS

The physical demands described here 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.

#### WORK ENVIRONMENT

Work is performed both in an office environment and in the field when making property inspections. The position is impacted by deadlines in the preparation of reports and completion of appraisals; quota pressure in order to complete work on a yearly basis; the need for extreme accuracy and attention to fine detail; and uncontrollable interruptions and distractions in responding to the public, staff and other County employees.

#### BACKGROUND INVESTIGATION

May be subject to background check depending on position assignment.

## PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength				
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Speech, Vision & Hearing

<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
<input checked="" type="checkbox"/>	Depth perception	Describe: normal for photograph study
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: telephone level
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

### Exposure - Environmental Factors

<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>