Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Property Appraiser III
Department:	Assessor
FLSA Status:	Exempt
WC Code:	9410
Effective Date:	May 1, 1996
Last Revised:	March 1, 2021
Pay Grade:	A19
Union:	AFSCME

SUMMARY

Conducts appraisals of real and personal property to establish market value for the purpose of property taxation; does related work as required. An employee in this class is distinguished from the Property Appraiser II in that this position conducts property appraisals at a more complex level; does related work as required. Work is performed under the general supervision of the Assessor or the Assessor's designee, who reviews work primarily based on results attained and for conformance to established procedures, as well as to State regulations. Although supervision is not normally a responsibility of positions in this classification, the Property Appraiser III will provide technical assistance lower level property appraiser staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Performs more complex, difficult property appraisals including but not limited to commercial, industrial, machinery and equipment, and utility accounts.

2. Prepares appraisals and related materials of formal appeals. Defends, testifies, negotiates, and represents the Josephine County Assessor's Office to the Board of Property Tax Appeals, Department of Revenue, Tax Court, and Supreme Court.

3. Prepares appraisals and related materials of informal appeals. Coordinates, plans, negotiates, and represents the Josephine County Assessor's Office during annual Request for Review activities.

4. Oversee, review, coordinate, and process appraisal related tax roll corrections of all kinds including but not limited to court orders, omitted property, and corrections of clerical errors.

5. Administers, coordinates, and performs duties related to all special assessment programs including but not limited to farm and forest land, conservation easements, low income housing, open space, and historic properties.

6. Performs valuation studies and including but not limited to local cost modifiers, benchmarks, depreciation, mass appraisal recalculation, and neighborhood realignment.

7. Maintain valuation tables in the assessment software system, verifying accuracy and making changes as necessary.

8. Performs calculations and processes Measure 50 changes caused by segregations, subdivisions, partition plats, lot line adjustments, etc.

9. Responds to inquiries from citizens regarding assessment and taxation laws, rules, and procedures.

10. Create and maintain positive working relationships.

11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES
Supervision is not a responsibility of positions in this classification.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires advanced knowledge of property appraisal methods and appropriate applications; Oregon Revised Statutes and Administrative Rules pertaining to assessment and taxation. Requires considerable knowledge of property descriptions; construction techniques; land mapping. Ability to organize, assign and review the work of others; interpret and apply pertinent laws and regulations; communicate effectively both verbally and in writing; deal courteously and tactfully with the public; compose clear and concise reports; accurately perform mathematical computations; establish and maintain effective working relationships with employees, County departments, various tax related agencies, and the general public.

EDUCATION AND EXPERIENCE
Bachelor's degree with major coursework in business administration, real estate or related field; and three years' experience in real property appraisal; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT
The most common consequence of error could result in a taxpayer paying a disproportionate share of taxes. Although this type of error could be rectified, failure to correct it could result in legal action.

TYPICAL PROBLEMS ENCOUNTERED
Problems encountered generally revolve around the interpretation and application of statutes, administrative rules, and established procedures regarding the appraisal process.

JOB CONTACTS
Contacts are with various County and City departments and federal and state agencies to obtain pertinent data regarding the value of properties; the general public to answer inquiries on property values and appraisal process; and the Board of Equalization, Department of Revenue and Oregon Tax Court to defend appraisals.

LANGUAGE SKILLS
Ability to communicate effectively both verbally and in writing; successfully convey technical information to users; establish and maintain effective working relationships with other employees and County departments.

MATHEMATICAL SKILLS
The position requires the ability to add, subtract, multiply, divide, compute ratios, percent's, compute measures of central tendency, regression analysis, use geometry to compute angles and distances.

REASONING ABILITIES
Ability to collect data, establish facts, and determine valuation factors.

OTHER SKILLS AND ABILITIES
Conducting real property appraisals; utilizing computer software to access/update data.

CERTIFICATES, LICENSES, REGISTRATIONS
Certification by the State of Oregon an Appraiser; possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION
Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT
Work is performed both in an office environment and in the field when making property inspections. Performing field work requires working in all types of weather conditions and in various type of terrain. Employees in this position must also deal with irate taxpayers. The position is impacted by urgent time deadlines to complete appraisals; repetitiveness; quota pressure to complete assigned number of accounts; heavy or uncontrollable workflow; the need for extreme accuracy and attention to fine detail; and uncontrollable interruptions and distractions.

PHYSICAL REQUIREMENTS
The physical requirements outlined 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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☐	☒
☒	Moving about work area	☐	☐	☒	☐
☐	Bending forward	☐	☒	☐	☐
☐	Stoop position - 1 minute plus	☐	☒	☐	☐
☒	Climbing stairs - 1 floor	☐	☐	☒	☐
☐	Crawling - hands & knees	☐	☒	☐	☐
☐	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	# of pounds = 25			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☒	☐	☐	☐
☐	Lifting Overhead	☐	☒	☐	☐
☐	Moving carts, etc.	☐	☒	☐	☐
☒	Carry items	☐	☐	☒	☐
☒	Dexterity/Coordination	☐	☐	☒	☐
☒	Keyboard Operation	☐	☐	☐	☒
☐	Rapid-mental/hand/eye coord.	☐	☒	☐	☐
☒	Operation of motor vehicle	☐	☐	☐	☒

Speech, Vision & Hearing

Check	Activity	Detail
☒	Distinguish colors	Yes: ☒ No: ☐
☒	Distinguish shades	Yes: ☒ No: ☐
☒	Depth perception	Describe: DMV / Aerial Photograph Study
☒	Ability to hear	Normal Speech Level: Conversation
☐	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

Check	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Heat	☐	☐	☒	☐
☒	Cold	☐	☐	☒	☐
☒	Humidity	☐	☐	☒	☐
☒	Wet Area/Slippery	☐	☐	☒	☐
☒	Noise	☐	☐	☒	☐
☒	Dust	☐	☐	☒	☐
☒	Smoke	☐	☒	☐	☐
☒	Vibration	☐	☒	☐	☐
☒	Chemical Solutions	☐	☒	☐	☐
☒	Uneven Area	☐	☐	☒	☐
☒	Ladder/Scaffold	☐	☒	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☐	Body Fluids	☒	☐	☐	☐