

# THE MAIN FUNCTIONS OF ASSESSOR'S APPRAISAL STAFF

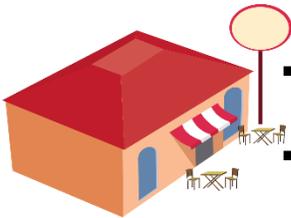
(Staff consists of 6 full-time & 1 part-time position)

- Residential Property (approximately 39,500 accounts)
  - 3 full-time Appraisers; 1 Data Gatherer (works under the supervision of an Appraiser)



- Visit residential properties based on permits issued for new construction.
- As time allows, visit residential properties that have not had a review in recent years to document changes that have occurred such as unpermitted structures or structures that no longer exist.
- When tax bills go out, review residential property by owner request or appeal
- Review farm and forestland properties for continued qualification of special assessments

- Commercial Property (approximately 4,500 accounts)
  - 1 full-time Appraiser



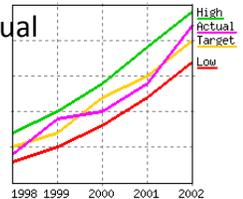
- Visit commercial properties based on permits issued for new construction.
- As time allows, visit commercial properties that have not had a review in recent years to document changes
- When tax bills go out, review commercial property by owner request or appeal
- Lead reviewer of farm properties under special assessment for continued qualification



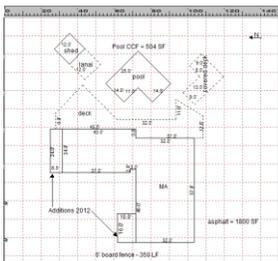
- Data Analyst
  - 1 full-time position



- Reviews property sales for "good, arms-length" sales for use in annual sales study. (last year approx. 2,575 sales were reviewed)  
Good sales are used to complete a Ratio Study which is submitted to the Oregon Dept. of Revenue for review (we have received high marks for our reports)
- is used each year to determine trend in values for all property in the county.



- Department Specialist
  - 1 part-time position



- Draws computer sketches of buildings from submitted building plans
- Current scanning projects: forestland applications as far back at 1969, which must be retained as long as the property continues in the forestland special assessment program
- Scanning other documents we are required to retain by Oregon statute.
- Computer entry of data on property records

SCANNED