



Josephine County, Oregon

Human Resources Office

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

POSITION DESCRIPTION

Job Title: Property Appraiser I
Department: Assessor
FLSA Status: Exempt
Job Code: 1053
WC Code: 9410
Effective Date: May 1, 1996
Last Revised: February 17, 2009
Pay Grade: A13
Union: AFSCME

SUMMARY

Performs work of a limited scope in the appraisal of real and personal property values in the County; does related work as required. An employee in this class is distinguished from the Property Appraiser II in that this position works with less independence and handles less difficult appraisals. Assignments given to a Property Appraiser I tend to be of a less complex nature. Work is performed under the close supervision of the Chief Appraiser who reviews work for accuracy and compliance with policies and regulations. Supervision is not normally a responsibility of positions in this classification.

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 inspections to appraise residential property as well as new additions to existing residential properties to determine class and depreciation of properties, as well as identify any conditions that positively or adversely affect value.
2. Completes field data forms; enters data into computer to calculate replacement costs; applies necessary adjustment factors; and calculates final value.
3. Gathers and provides sales, cost, income, and expense data to Appraiser II and III's or the Chief Appraiser for evaluation.
4. Locates and advises Data Analyst on neighborhoods within appraisal area on maps and identifies zoning and determines highest and best use of individual parcels to be appraised.
5. Responds to inquiries and complaints from the public, with guidance provided by Property Appraisers of a higher classification, regarding appraisal values, special assessments, market trends, and various state assessment programs.

6. Prepares material for defense of residential appraisals; defends residential appeals to the Board of Equalization, Department of Revenue and Oregon Tax Court.
7. Posts appraised residential values to permanent records.
8. Locates and appraises new residential construction, residential land partitioning and any other change which occurs during the tax year that would affect value.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities, although review of inventory provided by Data Gatherers may be part of the required duties.

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 some knowledge of property appraisal methods and appropriate applications; property descriptions; construction techniques; land mapping; legal descriptions. Ability to communicate effectively both verbally and in writing; gather and compile data; accurately perform mathematical computations; establish and maintain effective working relationships with other employees, county and city departments, various tax related agencies and the general public; learn and apply laws and regulations.

EDUCATION AND EXPERIENCE

Bachelor's degree with major coursework in economics, business administration, real estate or related field; 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 would result in a taxpayer paying a disproportionate share of taxes which could possibly result in legal action.

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

JOB CONTACTS

Contacts are with various County and City departments, federal and state agencies to obtain pertinent data regarding the value of properties and the general public concerning the appraisal process.

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, percents, 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

Utilizing computer software to access/update data; conducting real property appraisals.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification by the State of Oregon as 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; 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%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: DMV / Aerial Photograph Study
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Conversation
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

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