



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 II
Department: Assessor
FLSA Status: Exempt
Job Code: 1055
WC Code: 9410
Effective Date: May 1, 1996
Last Revised:
Pay Grade: A15
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 I in that this position works with considerably more independence and handles more difficult appraisals. Assignments given to the Property Appraiser II tend to be of a more complex nature. Work is performed under the supervision of the Chief Appraiser who reviews work primarily on the basis of 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 will provide technical assistance to the Property Appraiser I.

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, farm, income producing property, as well as new additions to existing 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 evaluates sales, cost, income and expense data for the purpose of determining trends to be used as indicators of current value.
4. Locates and defines 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 regarding appraisal values, special assessments, market trends, and various state assessment programs.

6. Prepares material for defense of appraisals; defends appeals to the Board of Equalization, Department of Revenue and Oregon Tax Court.
7. Posts appraised values to permanent records.
8. Locates and appraises new construction land partitioning and any other change which occurs during the tax year that would affect value.
9. Provides technical assistance to Property Appraiser I regarding the property appraisal process and techniques.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

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 considerable knowledge of property appraisal methods and appropriate applications; property descriptions; construction techniques. Some knowledge of land mapping; legal descriptions; Oregon Revised Statutes and Administrative Rules pertaining to assessment and taxation. Ability to deal courteously and tactfully with the public; communicate effectively both verbally and in writing; interpret and apply laws and regulations; gather, compile and evaluate data; compose clear and concise reports; accurately perform mathematical computations; establish and maintain effective working relationships with other employees, various tax related agencies, and the general public.

EDUCATION AND EXPERIENCE

Bachelor's degree with major coursework in business administration, economics, real estate or related field; and one year of experience in real property appraisals; 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 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 concerning property values and the 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, 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

Conducting real property appraisals; utilizing computer software to access/update data.

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 handle 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 precision; the need for 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 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 type="checkbox"/>	<input checked="" 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	# of pounds = 5-10			
<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 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 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 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 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"/>