



# JOB DESCRIPTION

<i>Title</i>	<b>Property Appraiser II</b>		
<i>Department</i>	Assessment & Taxation	<i>Job Class</i>	A 17
<i>Driving Required</i>	Yes	<i>Safety</i>	Yes
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads	<i>FLSA</i>	Non-exempt
<i>Created</i>	Jan. 2012	<i>Reviewed</i>	Jan. 2023
		<i>Revised</i>	

## **Purpose**

Perform field inspections to appraise new and existing residential structures, manufactured homes, farm structures, some commercial and light industrial structures, personal property and land which include all types of land and farm/forest properties for the purpose of establishing a value upon which property taxes will be assessed. Accumulate, assimilate and analyze data to determine real market value. Communicate with public to explain procedures and answer questions. Perform additional work as required.

The department of Assessment and Taxation is responsible for the assessment of real and personal property, construction of assessment rolls and the collection, recording and preparation of the board order for distributing of all tax monies within the county. Assessment functions comprise the construction of the assessment roll, maintenance of the reappraisal cycle, maintenance of general assessment records and maintenance of special assessment records.

## **Essential Functions**

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Locate and inspect new and existing residential structures, manufactured homes, farm structures, some commercial and light industrial structures, personal property and land which include all types of land and farm/forest properties in assigned areas of county to determine real market value as a basis for tax assessment.
- Determine boundaries by use and interpretation of maps, legal descriptions and aerial photographs as required. As appropriate, take measurements; determine improvements, construction quality, depreciations, usage changes, and economic factors affecting the value of property.
- Inspect and analyze the land to establish highest and best use, topography, and view. Take photographs as required and record results of inspection on appraisal forms.
- Assist with data analysis, sales reviews, set up studies, pre- and post-appraisal



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studies, ratio analysis, and other studies or data analysis as assigned.

- Perform appraisals of personal property such as boats, logging equipment, manufacturing operations, condominium furnishings, and retail establishments.
- Inspect properties under special assessment, exemption, or deferral for continued compliance with qualification requirements.
- Perform inspections and approve or deny special assessments, deferral and exemption applications based on current laws or regulations.
- For commercial and industrial properties, analyze income and expense data, analyze sales data through potential income factors, capitalization rates, gross income multipliers, and
- Data analysis unique to the enterprise. Accumulate and analyze data such as comparable sales, income and expense information for income producing property, construction costs, maps, and zoning to compile written appraisals with supportive documentation.
- Respond to citizen inquiries regarding assessments and reassessments. Provide information regarding appraisal techniques and methods and explain how values are established and computed.
- Update records, maps, tax assessments accounts and data files using information gathered during course of duties to assure the accuracy of future assignments.
- Represent the county before the Board of Property Tax Appeals (BoPTA), Department of Revenue, and Oregon Tax Court to defend and explain assessed values.
- Follow all safety rules and regulations established for work areas. Maintain work areas in a clean and orderly manner.

**Notice:** Individuals assigned to this position shall not be permitted to perform private appraisals nor be involved in any other personal real estate transactions in accordance with the established policy of the Assessor's Office.

## ***Education & Experience***

Equivalent of a four-year college education in Business Administration, Agronomics, Forestry, or related field.

Must be a registered appraiser in the State of Oregon through the Oregon Department of Revenue, or be able to acquire immediately upon appointment.

Minimum of one year of tax appraisal experience or any satisfactory combination of experience and training as determined by the Assessor.

Must possess and maintain driving privileges in the State of Oregon. Able to drive



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and/or travel in a vehicle throughout the county and/or state as required.

## ***Knowledge, Skills & Abilities***

Knowledge of the techniques and procedures necessary to accurately and independently appraise residential, commercial, industrial and farm structures, all types of land and/or personal property; mathematic knowledge that involves calculating percentages, areas, interpolation, extrapolation, statistical functions of central tendencies and regression analysis, as well as basic economics.

Able to read and interpret maps, aerial photographs, and legal descriptions.

Able to draw conclusions from gathered data.

Experience in the use of computerized databases, spreadsheets, and word processors.

## ***Desired Qualifications***

IAAO or MAI course work. Also desirable is a background in Geographic Information Systems (GIS) and mass appraisal experience.

## ***Physical Demands***

Physical demands on the position are minimal involving movement of boxes, files, records, and other materials typically not exceeding 25 pounds.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

## ***Working Conditions***

Work is performed both in an office environment and outdoors in all terrains when making property inspections.

## ***Supervision Received and Exercised***

Reports directly to the Deputy County Assessor. Supervision is not a responsibility of this position. May be required to instruct and review the work of employees of lower classification.