

JOB TITLE:	RESIDENTIAL APPRAISER TRAINEE
DEPARTMENT:	County Assessor's Office
SUPERVISOR:	Appraiser Manager/Assessor
SUPERVISION EXERCISED:	None
EXEMPT STATUS:	Non-exempt
LAST REVISION:	11/2017

## **Job Scope**

### **Summary:**

Under general supervision by the Appraisal Manager or Assessor, performs semi-complex to very complex appraisal of improved, unimproved, rural and residential property to determine market value.

### **Education/Experience:**

A bachelor's degree in business or related field or aptitude for the job.

Performs detailed and complex sales analysis, develops valuation models for application within defined market neighborhoods. Requires an understanding of mathematics and statistical analysis.

Must be able to pass courses 101 and 201 of the International Association of Assessing Officers within the first year of employment. Must obtain Certified Tax Appraiser designation for the Idaho State Tax Commission. Must take 32 hours of professionally approved continuing education every 2 years. All required training and certifications are paid for by Bonner County.

### **Technology and Tools Requirements:**

Proficient ability to use a personal computer and associated peripherals and use Microsoft Windows, Microsoft Word, general office equipments. Ability to operate a variety of technical tools and equipment, such as a digital camera, drafting instruments, and measuring devices. Must become proficient, within a reasonable amount of time and training, with the use of the AS400, and PROVAL (computer programs which are designed specifically for the assessing and taxing process)

### **Essential Duties and Responsibilities:**

This position assists, under the direction of the Appraisal Manager, in establishing goals and objectives, daily operations and assignments within the assigned areas of responsibility. Has primary responsibility of the accuracy and uniformity of appraisal work in their assigned areas.

Demonstrates knowledge and understanding of department processes. Possesses strong communication ability in articulating responses to most questions by property owners relating to the valuation and assessment of property including all available benefits and exemptions from local and/or state run programs.

Specializes in developing general and specific market knowledge within assigned regions, being alert to new construction and land development; researches building permit records in their revaluation areas, sales, plat and tax or assessment rolls; locates new property developments through local real estate agencies; works directly with city and county

agencies; contacts property owners to arrange for appraisal, must possess excellent customer service skills to deal with the public and stressful conflicts with property owners.

Interviews persons familiar with property, takes measurements, and draws sketches of the same to be later sketched and calculated into the CAMAS. Inspects property for construction, quality, condition, and complexity of design. Considers location and trends or impending changes that could influence the current or future value of property of urban, rural, lake, river, single-family to arrive at an estimated fair market value for property tax purposes.

Must present, in a court-like setting, cases and arguments justifying set values to the Board of Equalization and affected property owners. Also, on an annual basis, must present a portion of above appealed cases to the Idaho State Board of Tax Appeals. High degree of professionalism and articulation is required.

General challenges of this position include; adversarial contact with disgruntled property owners in an uncontrolled environment, potential exposure to hazardous mold, air borne viruses and dust, the hazards of working on a construction site and unforeseen encounters with animals, wild and domesticated.

Must have the ability to solve practical problems requiring reasoning to deal with a variety of variables in a wide range of situations; interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges; adapt or modify existing systems, procedures, or methods to new situations; find alternative solutions by weighting alternatives and developing actions plans; prioritize work and research information to complete work independently; multi-task duties; ability to visually observe the physical details of properties and arrive at an accurate and equitable appraisal.

Requires valid state driver's license. History of good driving record

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk and sit, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl. Regularly required to use hands to keyboard, handle or manipulate tools used in performing the job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions and sometimes hazardous driving conditions.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy. Bonner County is an At Will employer.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_