

JOB TITLE: RESIDENTIAL APPRAISER I



Department: Assessor
Supervisor: Residential Appraiser Manager, Manager or Assessor
Supervision Exercised: None
Exempt Status: Hourly
Benefits Eligibility Status: Eligible
Elected Official Approval: 03/2023

SUMMARY

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

ESSENTIAL FUNCTIONS

The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:

- Receives on the job training for techniques and methods of understanding regarding residential construction, quality/grade and condition, and overall knowledge of property appraisal.
- This position assists, under the direction of the Residential Appraiser Manager, in establishing goals and objectives, daily operations and assignments within the assigned areas of responsibility. Has primary responsibility for the accuracy and uniformity of appraisal work in their assigned areas.
- Inspects and sets assessed values on all residential properties including those with agriculture and timber exemptions. This includes revaluation of building permits, mandatory reviews, and sales inquiry.
- Interviews property owners regarding property details, confirmation of sales information, or owner requested inspection.
- Must possess excellent customer service skills dealing with the public and stressful conflicts.
- 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, plats and assessment rolls; locates new property developments; 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 while working with no assurance of the character of the necessary contacts.

- Interview individuals familiar with property, takes measurements, and draws sketches of the same to be later sketched and calculated into the CAMA system.
- Inspects property for construction, quality, condition, and complexity of design. Considers location and trends or impending changes that could influence the current value of property of urban, rural, lake, river, single-family, duplexes and triplexes 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.
- Working with the Residential Appraiser Manager, along with other Residential Appraisers, 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.
- Ability to adapt to existing or new systems, procedures, or methods; find alternative solutions by weighting alternatives and developing action 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.

SECONDARY FUNCTIONS

- Performs other duties as required.

JOB SPECIFICATIONS

- High school diploma or GED equivalency is required; and any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Successful completion of Appraisal Course 101 and 102 or 201, within 12 months of being assigned duties of Appraiser I, as required by Idaho State law.
- Proficient ability to use a personal computer and associated peripherals and use Microsoft Windows, Microsoft 360, GIS mapping, Google Suite, and general office equipment.
- 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, with the use of the UADWEB, and PROVAL and/or any other programs necessary to obtain assessed values (computer programs which are designed specifically for the assessing and taxing process)
- Requires valid state driver's license. History of good driving record.

PHYSICAL ABILITIES & WORKING CONDITIONS

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

Disclaimer: This job description is not an employment agreement or contract, and management reserves the right to modify it when necessary.

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

Signature: _____ Date: _____

Please Print Name: _____