

# Field Appraiser

## Department: Assessors Office

April 25, 2022

### Overview of the Position

Conducts daily field reviews of residential, agricultural and commercial property to provide information for the valuation of property for assessment purposes.

### Essential Duties and Responsibilities

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The jurisdiction reserves the right to modify or change the duties or essential functions of this job at any time.

1. Conducts in-depth audit to verify location of property and documents any changes with photographs and detailed measurements. Prepares specific description of properties:
2. Enters information obtained from on-site inspection into computerized system.
3. Assists in the verification of computerized value assessments.
4. Contacts property owners to obtain complete information which is used to prepare accurate property values.
5. Attends various educational programs to attain and maintain skills and knowledge related to the job.
6. Maintains building permit information that relates to valuation for assessment.
7. Perform all other duties as required.

### Training and Experience

Minimum education: High School diploma or GED equivalent

Certificates or licenses: Ability to obtain Advanced Accreditation Certification.

Special job-related requirements: Valid driver's license and dependable transportation.

**Supervision Received:** Works under general supervision of Visual Inspection Manager.

**Supervision Exercised:** None. Unless stated otherwise

## **Skills and Abilities**

Ability to read and understand written materials, and compose information/instructions in written form. Ability to remember schedules, programs, policies and other details, and apply good time management and organizational skills. Must be able to understand and perform mathematical computations. Must be able to apply problem solving skills in developing solutions for unanticipated issues and challenges. Must be self-motivated. Must be able to work with other people, taking into consideration, their needs, personal styles, and the requirements of the job. Must be self-motivated.

## **Equipment Used**

Vehicle, computers, tablets, telephones, copiers, fax machine and other related office equipment; calculator, tape measure, GPS and photographic equipment.

## **Physical Demands**

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 occasionally required to reach with hands and arms, stand, walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit, climb, or balance; stoop, kneel, crouch, or crawl; and talk and/or hear.

The employee must occasionally lift and/or move 26 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

Must be able to work outside daily in climatic elements.