



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Chief Appraiser</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Assessor</u>	FLSA: <u>Exempt</u>	DATE: <u>04/2016</u>
DEPARTMENT: <u>Assessment</u>	JOB CODE: <u>101</u>	

SUMMARY:

This position assumes responsibility for the office in the absence of the Assessor; hires, trains and supervises all appraisal staff; Board of Equalization and records custodian designee; conducts ratio and statistical analysis, verifies all sales data, and prepares narrative appraisals for STC Hearings.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Hires, trains and supervises all appraisal staff. Reviews the quality and consistency of all valuations and verifies all sales data. Prepares the budget for the assessor’s office.

Assist taxpayers with questions in person, over the telephone, and through e-mail.

Is the Board of Equalization designee and the custodian of assessment records. Prepares narrative appraisals for STC Hearings and Appeals. Conducts all classes or ratio studies. Conducts market modeling and implements updated costs tables. Develop and run calibrations of cost tables. Conducts commercial property appraisals and prepares commercial and residential appraisals for State Tax Commissions. Ensures compliance with State Valuations Guidelines.

Performs all other duties as assigned

KNOWLEDGE AND SKILL:

1. Knowledge of computers and relevant hardware and software applications.
2. Knowledge of governmental accounting and budgeting practices.
3. Advanced knowledge of Boone County appraisal policies and procedures.
4. Advanced knowledge of the principles and theories of commercial and residential appraisal.

5. Expert knowledge of County and state laws and regulations governing recording and real estate transactions.
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments, businesses, government entities, and the public.
7. Advanced skill in mathematics sufficient to accurately calculate numbers and perform calculations using addition, subtraction, multiplication, and division.
8. Expert skill in planning, organizing and managing projects.
9. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
10. Advanced ability to work independently and follow instructions.
11. Ability to maintain a high level of accuracy and attention to detail.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County, and State employees, elected officials and members of other entities. Due to the subject matter of the position, the employee may be subject to stressful situations.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, or related field and State Certified General Real Estate Appraiser.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.