



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Appraiser - Commercial</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Assessor</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>04/2016</u>
<b>DEPARTMENT:</b> <u>Assessment</u>	<b>JOB CODE:</b> <u>302</u>	

**SUMMARY:**

Under general supervision, establishes values for real property including commercial, residential, and agricultural by conducting field inspections and reviewing of properties and educates the public on taxation process.

**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.*

Assesses the valuation of real property including commercial, residential and agricultural; works closely with property owners, builders, and developers.

Conducts field inspections and reviews properties; educates the public on Ad Valorem taxation process; reviews income and expense data supplied by property owners.

Works with the Chief Appraiser in establishing current cost tables, depreciation tables, and statistical analysis for multiple regression analysis for comparable sales approach in estimating fair market values; conducts informal and formal valuation hearings with dissatisfied taxpayers and tax consultants.

Measures, reviews, and collects data in the field; works on property splits and transfers; analyzes properties; fields phone calls, allocations for title companies and runs query reports; prepares narrative appraisal reports for State Tax Commission hearings; prepares locally assessed railroad and utility returns and cable television systems.

Enters and changes data on the CLT CAMA system, files and pulls property records for field inspections and review.

Performs all other duties as assigned

**KNOWLEDGE AND SKILL:**

1. Knowledge of Boone County appraisal policies and procedures.
2. Knowledge of computers and relevant hardware and software applications.
3. Advanced knowledge of the principles and theories of commercial and residential appraisal.
4. Advanced knowledge of statutes governing appraisals.
5. Skill in planning, organizing and managing work.
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. Skill in mathematics sufficient to accurately calculate numbers and perform calculations using addition, subtraction, multiplication, and division.
8. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
9. Ability to work independently and follow instructions.
10. Ability to maintain a high level of accuracy and attention to detail.

**PHYSICAL DEMANDS:**

The majority of work is performed in a general office setting and outside. Position-holder must possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Must have clarity of vision at 20 feet or more, 20 inches or less, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. May be required to work in hazardous traffic conditions or high/dangerous places.

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 grasping to manipulate objects; side-to-side turning of neck; walking, standing, bending, stooping, kneeling, and reaching; heavy lifting of up to 75 lbs when moving objects or equipment and transporting distances up to 50 yards; pushing/pulling, twisting at waist, and moderate wrist torque to twist equipment knobs and dials; driving. OCCASIONAL reaching above and at shoulder height.

**WORK ENVIRONMENT:**

This job operates in a variety of settings that include: a professional office, construction sites, and outside locations. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, filing cabinets, and fax machines. May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, airborne particles/fumes, moving mechanical parts, very loud noise levels, or potentially hazardous materials. May be required to drive a County-owned vehicle to off-site locations and drive in inclement weather. This position is routinely in contact with the public and members of other entities. May be required to work additional hours outside of a normal business day.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Mathematics, Computer Science or a related field; two years experience in assessment; 180 classroom hours in real estate appraiser courses and 15 classroom hours in coverage of the Uniform Standards of Professional Appraisal Practice.

*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.*