



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Appraiser/Apprentice</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Assessor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>1/21/2021</u>
DEPARTMENT: <u>Assessment</u>	JOB CODE: <u>302</u>	

SUMMARY:

With general supervision, establishes values for real property including residential and agricultural by conducting field inspections and reviewing of properties; 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.*

Conducts onsite field inspections on residential and agricultural property in the County; measures residential homes and agricultural structures, applying corresponding calculations and assimilates data.

Interviews property owners for information concerning exteriors and interiors of structures, sale prices, construction costs, income data, and land sales; assists taxpayers in the explanation and location of real property information compiled by the Assessor's Office.

Conducts formal and informal valuation hearings with dissatisfied taxpayers and tax consultants; interviews persons familiar with property and immediate surroundings, such as contractors, homeowners, and realtors to obtain pertinent information.

Inspects properties for construction quality, condition, and functional design; searches sales, leases, and assessment records for quality control of data; retrieves real estate property data; photographs exteriors of properties and downloads to computer records.

Performs all other duties as assigned

KNOWLEDGE AND SKILL:

1. Knowledge of the principles and theories of residential appraisal.
2. Knowledge of statutes governing appraisals.
3. Knowledge of Boone County appraisal policies and procedures.
4. Knowledge of computers and relevant software applications.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments, businesses, government entities, and the public.
6. Skill in mathematics sufficient to accurately calculate numbers and perform calculations using addition, subtraction, multiplication, and division.
7. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
8. Ability to work independently and follow instructions.
9. 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.

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.