



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Appraiser/Commercial</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>01/16</u>
DEPARTMENT: <u>Assessment</u>	JOB CODE: 302	

DEFINITIONS:

With 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.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of the principles and theories of commercial and residential appraisal.
2. Considerable knowledge of statutes governing appraisals.
3. Good knowledge of Boone County appraisal policies and procedures.
4. Skill in planning, organizing and managing work.
5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

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.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)