

Clay County
Employer's Job Description
(Revised 2018)

Name: _____ **Department:** Assessor's Office
Position Title: Appraiser **Pay Grade:** TBD
Status: Hourly / Non-exempt **Reports To:** County Assessor

Primary Purpose of Position

The primary purpose of this position is responsible to make physical inspections of properties for data collection and completes appraisals on residential, agricultural, commercial, industrial, multi-residential and/or exempt properties; and applies the classification and mechanics of listing and appraising real estate in which the employee exercises sound judgment and uses general knowledge of the functions of the Assessor's Office.

Essential Duties and Responsibilities

The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Assessor:

- Measure and list new construction on residential, agricultural, commercial, industrial, and multi-residential properties
- Make a careful inspection of each structure and list all pertinent data. Some new structures will be measured while construction is in progress
- Do research on, and inspect property to gather data required for appraisals, such as zoning and current use, or information regarding income amounts or cost to construct
- Enter gathered listing information into the assessor's Computer Assisted Mass Appraisal (CAMA) system
- Create sketches for improvements on the CAMA system
- Use the CAMA system and the Iowa Real Property Appraisal Manual to develop assessed value
- Review, verify, and analyze sales data, both in the office and in the field
- Use the county's mapping system (GIS) to locate parcels and calculate lot sizes
- Assist property owners and the general public, by phone or in person, in understanding assessed values, the tax system, and the functions/role of the Assessor's Office
- Confers with the Assessor and Deputy Assessor with regard to appraisal questions and procedures
- Assists property owners in applying for credits and exemptions that are managed by the Assessor's Office
- Learn requirements and deadlines for these credits and exemptions
- Operate measuring devices, common office equipment and computers
- Attend schools, conferences and meetings as required by the assessor
- Examinations and the application of standard trade practices for inspection work
- Supervision is received through oral and written instructions and work is reviewed through review of reports submitted and occasional re-inspections
- Marginal functions that are incidental to the fundamental job functions may be required
- Perform other duties or assignments as required or directed

Essential Knowledge and Abilities

- Building construction practices, techniques and materials. The ability to read and understand blueprints and survey plats
- Appraising using the Iowa Real Property Appraisal Manual
- Establish and maintain good working relationships with co-workers, contractors, property owners and the general public
- Ability to work with mathematical concepts such as probability, statistical inference and fundamentals of geometry
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations
- Solve practical problems and deal with a variety of variables in situations where only limited standardization exists

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or GED equivalent with equivalent combination of education, training and experience that provides the knowledge, skills, and abilities necessary to perform the essential function of the position. Valid Iowa motor vehicle operator's license and provide proof of insurance.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of sound judgment. Ability to compare, count, differentiates, measure and sort information. Ability to assemble, copy, record and transcribe data and information.

Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond requests from others.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Physical Requirements

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability to exert moderate physical activity inside and outside; inside work involves desk work, travel, walking, kneeling, bending and other movements; outside work involves exterior conditions such as snow, mud, inclines, uneven topography, and climbing steps. Work may also include exposure to extreme temperatures, humidity, dust and odor.

Environmental Conditions

Ability to work under some uncomfortable conditions including extreme exterior conditions, and where exposure to injury is possible.

Compliance

Compliance with the employee handbook & policy manual, county policies, department work rules, and supervisor or official directives.

Clay County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Acknowledge

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

Employee's Signature

Assessor Signature

Date

Date