

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: APPRAISER ASSISTANT	PAY GRADE: B22
DEPARTMENT: Assessor's Office	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: Residential Appraiser Supervisor	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED:	
<i>[Signature]</i> Department Head	<u>7-17-19</u> Date
<i>[Signature]</i> Human Resources Director	<u>7-18-19</u> Date

I. PURPOSE SUMMARY. Under close supervision of the Residential Appraiser Supervisor, assists Appraisers in performing support functions associated with appraisals of residential, commercial, industrial and multi-family residential property using standard and computer-assisted appraisal methods.

II. ESSENTIAL DUTIES.

1. Assists and provides the general public with information about matters of record affecting real property including commercial property, vacant land, manufactured and residential home valuation.
2. Performs property appraisal functions under general supervision.
 - A. Performs field inspections of property and structures, including personal property assessment as needed, to assist in validating property valuation data.
 - B. Collects data regarding property characteristics and documents changes observed; assist in making determinations on quality and condition of properties in order to arrive at current and correct property valuations.
 - C. Researches and prepares valuation data for Appraisers to use in defending valuations at protest hearings, including the verification and analysis of recent comparable sales data.
 - D. Uses recognized appraisal techniques and methodologies in order to assist determinations of value on both real property and personal property.
 - E. Provides information to the public, both in the field and in the office, regarding property valuation. Answers questions related to appraisal and other department functions. Investigates and makes determinations of value in response to questions or complaints from the public.
 - G. Provides a monthly report of weekly activity within the division to the Residential Appraisal Supervisor.
 - H. Assist Appraisers with day-to-day duties by utilizing computers, map, and blueprint reading skills in the planning and implementation of daily work.

III. ADDITIONAL DUTIES. Other job-related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High school diploma or equivalent required.

B. Experience. Experience in real estate, real estate appraisals, construction or closely related field is preferred.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Must have valid driver's license. International Association of Assessing Officer (IAAO) Certification (course 101) is required within one year of hire.

F. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). All employees must undergo a driver's license record check; classified employees must pass a background check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of computers and office practices and procedures; business English, spelling, grammar, punctuation and basic arithmetic.

Must have skill in: reading, understanding, and working with mapping data; evaluating data and assisting in the formulation of valuation data; recognizing new techniques and learning these techniques as they are developed; setting priorities, coordinating multiple tasks, and analyzing the results; handling multiple projects and multiple requests; professional communication; and establishing and maintaining effective and cooperative working relationships with others. Must become proficient in the use of computer assisted mass appraisal software.

2. FREEDOM TO ACT.

Work is performed under general supervision of the Residential Appraiser Supervisor.

3. GUIDELINES AND JUDGMENT.

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

While performing the duties of this job, the employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment, and must be able to move about the work environment. The employee must have the ability to frequently move or reposition up to fifteen (15) pounds of materials or objects, occasionally, twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. The employee is regularly required to stand, walk, reach and have manual dexterity to handle, feel or control objects and tools. The employee frequently is required to work on uneven surfaces, traverse rough terrain, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit.

5. WORK ENVIRONMENT.

Essential duties are performed primarily indoors under normal, controlled temperature conditions and outdoors under various weather conditions and fluctuating temperatures. Requires frequent travel throughout the County to conduct inspections; the noise level may be loud. May work in remote areas of the County and encounter hazardous terrain, plants, or animals. Indoors walking surfaces are even, carpeted, tiled and/or a concrete floor and the noise level is usually moderate.

6. SUPERVISORY RESPONSIBILITY.

None. The position is responsible for its own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*

Printed name: _____
Employee *Date*