

# **APPRAISER POSITION**

## **Assessor Office**

### **Qualifications & Skills**

- Meet the State of Oregon requirements for Property Appraiser and be registered under ORS 308.010 and annually maintain registration under OAR 150-308.010-(A) which includes 30 credit hours of training every two years
- Considerable knowledge of principles and practices of real estate appraisal, laws pertaining to the assessment of property, local social and economic factors affecting property values including local real estate markets and local conditions
- Knowledge and experience in standard office practices and procedures
- Skills required are written and oral communication, accuracy, neatness, ability to learn quickly, strong problem solving and math skills
- Work independently and effectively, making decisions, and efficiently manage time to meet deadlines
- Be proficient in the use of mainframe and PC computers, planimeter, calculators and other office equipment. Obtain necessary training in the use of GIS mapping software.
- Possess considerable statistical skills and tools for building and applying statistical models; data processing skills for designing and maintaining computer programs; and public relation skills for dealing with the public
- Possess ability to perform research and prepare reports both oral and written
- Possess valid Oregon driver's license
- Thorough knowledge of theories, principles, practices, and techniques of property appraisal including land mapping and surveying, property descriptions and measurement, building construction principles and practices
- Thorough knowledge local zoning and planning regulations as related to property values
- Be capable of physical work in the field which involves walking, bending, lifting, climbing and reaching in all weather conditions
- Considerable skill in dealing tactfully and courteously with property owners and the public
- Supervisory manager of Assessor Office in absence of Assessor

### **Duties**

- Establish policy, develop and implement appraisal practices
  - Gather appraisal data relative to real estate market studies
  - Verify and analyze sales using benchmark reference material to determine trends and averages as indicators of current values.
  - Annually create market studies for all properties
  - Annually create farm-use studies for specially assessed properties
  - Annually create pre-appraisal set-up studies including gathering and analyzing sales data and building costs; create depreciation tables and local cost modifier studies
  - Forecast future market trends

- Reappraisal
  - Physically inspect buildings and land to determine use and market value
  - Measure and classify buildings; observe construction type, quality, and age
  - Compute reproduction costs and apply obsolescence or depreciation factors as necessary in determining values of structures
  - Classify farmland by location, topography, soil productivity and other pertinent factors to establish values
  - Maintain assessment, appraisal and sales files and records using computerized record keeping system
  - Maintain legal description files and maps.
- Interpret and explain appraisal values and assessment procedures to property owners and the public
- Maintain confidentiality on personal property and income appraisals
- Hear complaints and defend appraisals before the proper appeal boards and courts.
- Maintain GIS maps and provide information to public
- Other duties as assigned by supervisor

# **APPRAISER TRAINEE POSITION**

## **Assessor Office**

On the job training program (under ORS 308.015 and OAR 150-308.015) is an on-the-job training program for employees of county assessors.

### **Qualifications & Skills**

- Knowledge and experience in standard office practices and procedures, use of equipment including mainframes and PC computers, calculators and other office equipment
- Skills required are written and oral communication, accuracy, neatness, ability to learn quickly, strong problem solving and math skills, and independent decision making.
- Possess intermediate skills in word processing and spreadsheet programs performing mathematical and statistical skills for building and applying statistical models
- Possess ability to perform research and prepare reports both oral and written
- Possess valid Oregon driver's license
- General knowledge of social and economic factors affecting property values, theories, principles, practices, and techniques of property appraisal including land mapping and surveying, property descriptions, and GIS mapping programs
- General knowledge of Oregon Revised Statutes and local procedures relating to assessment and local zoning and planning regulations as related to property values
- Meet the State of Oregon requirements for Property Appraiser Trainee (ORS 308.015 and OAR 150-308.150) and be employed in the County Assessor's Office
- Be capable of physical work in the field which involves walking, bending, lifting, climbing and reaching in all weather conditions
- Must be capable of passing the Property Appraiser 1 exam within two years to become a registered appraiser

### **Duties**

- Be employed by assessor a minimum of 20 hours per week
- Successfully complete education and training requirement passing exams and become registered within 2 years
- Training program to include participation in one or more of the following:
  - Technical appraisal courses
  - Department of Revenue training courses
  - Specific appraisal courses offered through professional appraisal associations
  - Community college courses
  - Complete pre-appraisal set-up of a neighborhood within the assessor's current reappraisal cycle area, including a bare land study, a local cost modifier study, and classification and depreciation benchmarks
  - Complete 75 appraisals under the supervision of a registered appraiser
- Write one narrative demonstration appraisal report, leading to a value conclusion for an improved property.
  - Must support value conclusions for land and buildings

- Make field and office appraisals, under close supervision, after undergoing training. Collect and analyze data relative to the valuation of real property.
- Research cost, income and sales data; measure buildings and collect data on rooms, type of construction, age and condition; calculate values
- Work with public to explain values and assessment procedures
- Requires confidentiality on personal property and income appraisals
- Other assigned duties as assigned by supervisor