



JOB DESCRIPTION

JOB TITLE: Appraiser - Senior

JOB CODE: 1180

DEPARTMENT: Assessor

FLSA STATUS: Non-Exempt

REPORTS TO: Chief Deputy Assessor

SUMMARY OF JOB PURPOSE

Performs complex and specialized assignments in appraising the value of industrial and commercial property and developments for assessing taxes; explains appraisals to taxpayers; defends appraisals before the Board of Equalization; directs activities of workers engaged in assessing and collecting property tax levies for operation and maintenance of County systems.

ESSENTIAL FUNCTIONS

1. Plans, schedules, and assigns appraisal inspections; plans, organizes and directs the work of the appraisal staff in conducting appraisals of residential, commercial, industrial, rural and personal property; reviews the work of Appraiser Technicians, trains staff in work procedures, coordinates the work of assigned staff, and finalizes the work provided by the Appraiser Technicians to ensure the requirements of the Nevada Revised Statutes (NRS) have been met.
2. Establishes procedures for the appraisal of real and personal property, taking into consideration Nevada Revised Statutes, Nevada Administrative Code, County Codes, good appraisal standards and relevant legal opinions; develops and organizes a plan for the reappraisal area which allows a logical order of reappraisal.
3. Performs the more complex and specialized property appraisal assignments, including special use properties, complex commercial and industrial properties, special improvements, high value properties, and multipurpose properties; reviews appraisals of properties with unique adjustments due to a type of obsolescence.
4. Interprets laws, regulations, policies and procedures related to real property appraisals; provides information to the public; represents the Assessor's office before the Board of Equalization and compiles and organizes data to defend taxpayer appeals.
5. Directs the maintenance of required files and records; prepares reports, correspondence and other written material; oversees the development of information and analysis of data in the valuation and appraisal of real property.
6. Directs and conducts field studies, describing, measuring, photographing, and plotting the physical or construction characteristics of improved properties, using prescribed procedures to classify the uses, character, and quality of construction used for determining real property value.
7. Inspects agricultural land for the purpose of qualifying for agricultural assessment and monitors existing assessments for their ability to continue.
8. Ensures that assigned staff perform assignments in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on the job injury

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Appraiser - Senior

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Business Administration, Accounting, Finance, or other closely related field and seven (7) years of property appraisal experience performing real property appraisal work including at least three (3) years of experience performing real property appraisals on complex and specialized properties, such as large commercial and industrial property and lead responsibility; or an equivalent combination and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, property appraisal standards and procedures, applicable Federal rules and regulations, and County policies and procedures; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, employees, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability, statistics, fundamentals of plane, geometry, and trigonometry; ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundamental principles and techniques of property classification for taxation purposes; guidelines, procedures and standards affecting property assessment; Nevada revenue and taxation codes and county regulations governing the appraisal of personal, commercial, industrial, residential and special purpose properties; principles of record keeping and records management.

Ability to analyze and interpret the factors affecting property values; prepare computer drawings and diagrams of buildings and property; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in explaining laws and regulations pertaining to property appraisal; maintaining accurate and interrelated technical records, and identifying and reconciling errors; establishing and maintaining effective working relations with co-workers and others encountered during the course of work; intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification as a Tax Appraiser for the State of Nevada as required by NRS 361.221 within one (1) year of appointment to the class; Valid Driver's License with an acceptable driving record.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Appraiser - Senior

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office and outdoor environments where the physical demands require sitting for extended periods of time and frequent walking and exposure to outside weather conditions; occasionally exposed to high, precarious places and fumes or airborne particles; frequent use of computers and standard office equipment; may travel to property sites; may work under stress of deadlines.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.