



JOB DESCRIPTION

JOB TITLE: Appraiser I

JOB CODE: 1190

DEPARTMENT: Assessor

FLSA STATUS: Non-Exempt

REPORTS TO: County Assessor/Chief Deputy Assessor

SUMMARY OF JOB PURPOSE

Performs routine office and field duties in appraisal of real and personal property for tax assessment purposes; performs other related work as required.

ESSENTIAL FUNCTIONS

1. Reads parcel maps, and locates and identifies all taxable, real and personal property in the County through on-site inspections, auditing, declarations or other research.
2. Collects general, specific and comparative data; interviews members of the general public and other government offices in gathering information that affects the value of real or personal property; collects and assembles market sales data, analyzes and interprets information; inventories all taxable real and personal property.
3. Establishes value of residential, commercial, agricultural, historic or industrial real properties of limited complexity; classifies property to determine the extent of taxability; handles subdivision analysis and commercial and industrial properties of limited complexity; collects vacant land sales, interprets information, and determines recommended land values.
4. Establishes the appraised value of real or personal property using a cost, income or comparative sales approach, as appropriate; calculates agricultural and historic deferred tax liens; provides the treasurer's office with split parcel values after roll close on parceled properties; prepares an appraisal report detailing the process used to establish the value of the property.
5. Prepares for, and appears at, County or State Board of Equalization appeal hearings; defends the assessed value of personal or real property and the methods used to establish value through presentation of maps, narrative and written documentation.
6. Participates in the preparation of the secured and unsecured assessment roll including maintaining data and assisting in the preparation and verification of accounts; maintains knowledge of, and performs, all appraisals according to NRS guidelines and professional appraisal practices.
7. Receives, reviews, verifies and processes declarations of value; estimates values when declarations are not received; audits title companies for compliance; explains appraisals and the valuation process to public contacts in the field, office, and over the telephone.
8. Monitors and records declarations for aircraft; conducts on-site inspections for tie-downs and hangars; monitors declarations, appraises for value, and processes tax information for mobile homes; assists in billing and collection of appropriate taxes.

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.



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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, or a related field such as Accounting, Finance, Real Estate, or Information Technology, and a minimum of one (1) year of experience in accounting or real/personal property appraising; or High School Diploma and four (4) years of experience applying principles of property valuation; prior auditing experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, complete accurate records of appraisals, prepare charts and descriptive sketches in connection with appraisals, and proficiency in map reading, blueprints and property descriptions; effectively present information and respond to questions from groups of managers, property owners, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry; 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; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Basic knowledge of construction practices in order to recognize various types of construction methods; knowledge of the NRS, Nevada Administrative Code and the Douglas County Code as it applies to the valuation of real and personal property; knowledge of exemptions for various groups.

Ability to apply appraisal principles and techniques in an equitable and justifiable appraisal of real and personal property; assemble and analyze sales, income, expense, cost and market data to support valuations; develop both capitalization and discount rates, and justify quality of all scales of improvements; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Skills in prioritizing multiple tasks and managing projects; establishing and maintaining effective working relations with co-workers, property owners, and representatives from other local, state and Federal agencies; effectively deal with irate or unhappy taxpayers/property owners and explain tax valuation; 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.

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CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record; Appraiser's Certificate from the State of Nevada Department of Taxation within two years from the date of hire.

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 environment where the physical demands require sitting for extended periods of time; 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:** _____

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