



JOB DESCRIPTION

JOB TITLE: Assessor Intern

JOB CODE: 1240

DEPARTMENT: Assessor

FLSA STATUS: Non-Exempt

REPORTS TO: County Assessor/Appraiser - Senior

SUMMARY OF JOB PURPOSE

Performs data collection, creates computerized drawings, and completes various other semi-technical functions within the Assessor's Office to assist in the valuation of real property for tax purposes.

ESSENTIAL FUNCTIONS

1. Collects general, specific and comparative data that work to affect the value of real or personal property; inventories all taxable real property and identifies parcels.
2. Assists the Appraisers in the preparation of values for the secured and unsecured assessment roll and personal property roll; prepares an appraisal report detailing the process used to establish the value of the property.
3. Fields basic inquiries concerning the valuation of residential property; completes Real Estate Transfer Declarations for the Department of Revenue; processes the application for various exemptions prescribed by state statute.
4. Reviews building permits against appraisal records and parcel maps to identify discrepancies including parcel number, address or location of building on the parcel; contacts appropriate governmental agency and resolves discrepancies and corrects records as necessary.
5. Tracks and reviews building permits for stage of completion; closes or recycles into next years' workload as instructed by Appraisers.
6. Creates computerized digital sketches of building floor plans from hard copies of architectural plans and other sources using mathematics, geometry, and electronic sketch program software; appropriately labels sketch, in accordance with Marshall & Swift guidelines, ensuring proper costing and attaches the sketch to the computer appraisal files.
7. Reviews and reconciles appraisal records against sketches for accuracy and compliance with policies and statutes; informs Appraisers of discrepancies between appraisal record and sketches; maintains master files of sketches.

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

High School Diploma, or equivalent, and a minimum of one (1) year college coursework in Accounting, Business, Economics, Mathematics, or other closely related field.

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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Appraiser Intern

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before the public or employees of the County.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

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

Ability to assemble and analyze sales, income, expense, cost and market data to support valuations; 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.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

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.

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Appraiser Intern

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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