



PROPERTY APPRAISER I

Lake County Assessor's Office

GENERAL STATEMENT OF DUTIES Appraises all classes of real or personal property for tax assessment purposes, and performs other related work as required.

FLSA STATUS Non-Exempt

UNION STATUS Classified

SUPERVISION EXERCISED None

SUPERVISION RECEIVED Works under the supervision of the County Assessor.

RESPONSIBILITIES / DUTIES (the following duties may not be all-inclusive and other duties may be assigned at the discretion of management)

1. Appraise personal and real property including urban, rural or commercial properties for tax assessment purposes.
2. Inspect buildings and improvements to obtain basic data for use in determining correct values.
3. Determine personal property subject to taxation; determine appraised values and calculate assessed values.
4. Collect and analyze market, income, and cost data to substantiate final value decisions.
5. Compute replacement costs and apply obsolescence and depreciation factors as necessary in determining real market values of buildings and structures.
6. Prepare appraisal reports applying data gathered and recording findings.
7. Answer inquiries of the public relative to assessment values and pertinent appraisals.
8. Hear complaints and explain and defend appraisal conclusions at all levels of the appeal process.
9. Value new construction, additions, and manufactured structures that are to be added to the assessment roll.
10. Assist in the assessment and collection of property taxes as may be required to provide service to the public and other county offices.

DESIRABLE QUALIFICATIONS:

KNOWLEDGE OF: Considerable knowledge of the modern principles of property appraising; the fundamental principles of real property law; the preparation and use of recorded instruments such as deeds, mortgages and contracts; land mapping and surveying. Strong computer skills, as well as a working knowledge of Microsoft Office programs.

ABILITY TO: Make accurate appraisals of a variety of land holdings including farm buildings, urban properties and commercial property; make clear and concise reports and recommendations relating to appraisals and other activities; establish and maintain effective working relationships with other employees and the general public; make accurate mathematical calculations; comprehend and interpret laws, rules and regulations; read soil maps, aerial photographs and related appraisal maps; analyze a variety of data for the purpose of determining distinctive characteristics of properties and make proper comparison to benchmark sales data; explain technical data in nontechnical terms. Ability to work independently and as a team. Ability to handle stressful situations and meet deadlines.

EXPERIENCE AND TRAINING: Must have a high school diploma, or equivalent GED. Experience in real property appraisal is desirable; any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the work as described above will be considered qualifying.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon driver's license and good driving record at the time of appointment. Applicant must be physically able to appraise by measuring real property improvements in any type of weather. Physical demands for this position are typically minimal, involving the movement of files, books, and equipment. However, when performing field work, the applicant may be required to walk moderate distances. And some work assignments may require frequent standing, walking, bending, and kneeling.