



PROPERTY APPRAISER TRAINEE

Classification #: 330
FLSA: Non-exempt
EEOC: 3

GENERAL STATEMENT OF DUTIES:

This classification is considered to be an entry-level position; Inspects buildings and property to verify information on appraisal records; performs other work as required.

Upon satisfactorily meeting the experience, knowledge, training and special requirements of the Property Appraiser Trainee classification, the employee may be promoted to the classification of Property Appraiser 1.

SUPERVISION RECEIVED:

Works under the close supervision of the County Assessor, supervisor or lead worker who assigns and reviews work.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this class.

EXAMPLES OF DUTIES: (Duties may include, but are not limited to the following)

1. Makes field investigation and surveys of real and personal property to verify or note differences existing on appraisal records.
2. Measures buildings and draws building diagrams by computer program and by hand.
3. Records data in computer assessment programs.
4. Makes field investigations and surveys and assembles basic data for valuation purposes for use by appraisers, supervisor or lead worker for appraisal purposes.
5. Inspects land parcels and records characteristics, including size, shape, topography, etc.
6. Reports findings to appraisers, supervisor or lead worker.
7. May make computations of figures determined and supplied by appraisers.
8. Assembles and records sales data for appraisers.

RECRUITING REQUIREMENTS**KNOWLEDGE, SKILLS AND ABILITY:**

Ability to learn quality of construction and to detect structural and other faults; ability to write legibly; ability to write routine and concise reports/correspondence; ability to calculate figures, percentages, area and circumference; ability to apply concepts of basic algebra and geometry; ability to apply common sense in carrying out instructions furnished in written, oral or diagram form; ability to establish and maintain harmonious relationships with other employees, agencies and the public.

EXPERIENCE AND TRAINING:

1. High school diploma or general education degree (GED), preferably including or supplemented by experience or training affording a knowledge of building construction; OR
2. Any satisfactory equivalent combination of education, training and/or experience relevant to the position, preferably involving assessment and taxation.

SPECIAL NECESSARY REQUIREMENTS:

1. Must possess, at time of application, and maintain a valid Class C Oregon driver's license and acceptable driving record.
2. Must possess and maintain proof of personal automobile liability insurance, at a minimum, in the amount required by Oregon Law [ORS Chapter 806].
3. Must successfully complete a six-month introductory period in the property Appraiser Trainee position and an additional six months of on the job training, education and other work related experience.
4. Must sign a contract to formally complete the DOR Appraiser Trainee program.
5. Must pass the State of Oregon Appraiser Test, becoming a qualified registered appraiser, within a two-year period of beginning the program.
6. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
7. Required to use personal vehicle for business use.
8. Must study and pass tests on the methods manual, mapping and legal descriptions, income, cost and market approach to value, and the completion examination from the training manual developed by DOR and administered by supervisor.

ADOPTED: 3/76

REVISED: 5/87; 3/00; 8/02; 7/03, 10/03