



PROPERTY APPRAISER 1

Classification #: 331
FLSA: Non-exempt
EEOC: 01

GENERAL STATEMENT OF DUTIES:

Assists as a trainee in the appraisal of real or personal property; performs other duties as required. Upon satisfactorily meeting the experience, knowledge, training and special requirements of the Property Appraiser 1 classification, the employee may be promoted to the classification of Property Appraiser 2.

SUPERVISION RECEIVED:

Works under the close supervision of the County Assessor, or Appraiser of higher grade, who assigns and reviews work.

SUPERVISION EXERCISED:

Supervision is not a responsibility of positions in this class; however, may be assigned to train individuals of a lower classification within the same series.

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

1. Assists in the appraisal of urban, rural, industrial, commercial or personal property for tax assessment purposes.
2. Reviews property description and verifies descriptions by a field inspection.
3. Assists in making calculations and office studies pertaining to the valuation of real and personal property.
4. Assists in conducting sales studies; assists in gathering and assembling basic valuation data for the use by supervisor and assists in making appraisals of land, buildings or personal property.
5. Inspects buildings and gathers construction details.
6. Prepares detailed reports on inspection activities or assists in preparing appraisal reports.

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

Basic knowledge of modern principles of real property appraisal, including the ability to read and understand assessor's maps and surveys; ability to work with appraisers of higher grade and to learn to make accurate appraisals of personal, farm, urban or commercial-industrial property and improvements; ability to write legibly; ability to calculate figures and amounts such as interest,

Page 2

percentages, area and circumference; ability to apply concepts of basic algebra and geometry; ability to write clear and concise reports and recommendations relating to appraisals and other activities; ability to establish and maintain harmonious relationships with other employees, assessment officials and the public; ability to answer inquiries for the public relative to assessment values and pertinent appraisals.

EXPERIENCE AND TRAINING:

1. Associate of Science degree in property appraisal or real estate; OR four year degree in business, forestry, economics, agriculture, mathematics or a related field; OR
2. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

SPECIAL CHARACTERISTICS:

1. Must be a qualified registered appraiser in the State of Oregon, pursuant to the provisions of ORS 308.010. Must provide with job application a copy of the Registered Appraiser certificate issued by the Oregon Department of Administrative Services.
2. Must possess, at time of application, and maintain a valid Class C Oregon driver's license and acceptable driving record.
3. Must possess and maintain proof of personal automobile liability insurance, at a minimum, in the amount required by Oregon Law [ORS Chapter 806].
4. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
5. Must adhere to Oregon Department of Revenue Administrative Rules 150-308.010 (A) which states,
 - “(a) Registered appraisers are required to successfully complete 30 credits approved education every two years. Continuing education requirements shall apply to any registered appraiser whether or not currently employed by state or local government.”
 - “(b) Registered appraisers with less than three years of appraisal experience with either the Department of Revenue or County Assessor's Office, or a combination of the two, must complete 60 credits of training within the first two calendar years following their registration.
6. Required to use personal vehicle for business use.

ADOPTED: 3/75

REVISED: 5/87, 1/95, 8/95, 3/00; 8/02; 7/03; 5/04; 4/08; 6/08