



SENIOR PROPERTY APPRAISER

Classification #: 333

FLSA: Non-Exempt

EEOC: 01

GENERAL STATEMENT OF DUTIES:

Conducts appraisals of a complex or unusual nature, which requires advanced appraisal skills. Assists in the supervision of appraisers of lower grade. Performs other duties as required.

SUPERVISION RECEIVED:

Works under the supervision of the appraisal supervisor who assigns duties and reviews work for conformance to prescribed policies and procedures.

SUPERVISION EXERCISED:

May exercise lead supervision over a small number of employees engaged in appraisal work, assigns duties, reviews work for conformance to prescribed policies and procedures.

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

(Incumbents normally perform predominantly the duties listed under either the Commercial/Industrial, Residential, Farm or Mobile Home Specialties.)

• **Commercial/Industrial Specialty --**

1. Appraises commercial-industrial properties for ad valorem tax purposes that require advanced property appraisal skills.
2. Examines equipment and estimates value, basing estimate on knowledge of equipment, current market values, industrial and economic trends.
3. Assists the appraisal supervisor in analyzing data for use in the appraisal process.
4. Maintains both commercial and industrial accounts and files; coordinates with Department of Revenue to ensure that values of all state responsibility accounts are correctly placed on the assessment roll each year.
5. May exercise lead responsibility over a number of appraisers and/or clerical workers on appraisal programs; provides input and feedback to the supervisor on employee performance evaluations.
6. May be required to work out of class, for short periods, in the absence of the supervisor.
7. Answers inquiries of the public relative to assessment values; hears complaints; explains appraisals; and defines appraisal and appraisal conclusions.

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8. Prepares appraisal reports; gives written and oral testimony before the Oregon State Tax Court and lower appeal bodies.
 9. May train and develop appraisers of lower grade in the commercial/industrial area.
- **Residential Specialty --**
 1. Appraises urban and rural personal properties for ad valorem tax purposes that require advanced property appraisal skills.
 2. Inspects buildings and improvements to obtain technical data necessary to establish trends and identify economic factors.
 3. Assists the appraisal supervisor in analyzing data for use in the appraisal process.
 4. Makes appraisals of the more complex and unique properties for tax purposes.
 5. Answers inquiries of the public relative to assessment values; hears complaints; explains appraisals; and defines appraisal and appraisal conclusions.
 6. Prepares appraisal reports; gives written and oral testimony before the Oregon State Tax Court and lower appeal bodies.
 7. May exercise lead responsibility over a number of appraisers and/or clerical workers on appraisal programs; provides input and feedback to the supervisor on employee performance evaluations.
 8. May be required to work out of class, for short periods, in the absence of the supervisor.
 9. May train and develop appraisers of lower grade in a particular or specific appraisal situation in the residential area.
 - **Farm Specialty --**
 1. Appraises rural/farm properties for ad valorem tax purposes that require advanced property appraisal skills.
 2. Inspects buildings and improvements to obtain technical data necessary to establish trends and identify economic factors.
 3. Assists the appraisal supervisor in analyzing data for use in the appraisal process.
 4. Makes appraisals of the more complex and unique properties for tax purposes.
 5. Answers inquiries of the public relative to assessment values; hears complaints; explains appraisals; and defines appraisal and appraisal conclusions.

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6. May exercise lead responsibility over a number of appraisers and/or clerical workers on appraisal programs; provides input and feedback to the supervisor on employee performance evaluations.
7. May be required to work out of class, for short periods, in the absence of the supervisor.
8. Prepares appraisal reports; gives written and oral testimony before the Oregon State Tax Court and lower appeal bodies.
9. May train and develop appraisers of lower grade in a particular or specific appraisal situation of a rural farm area.

- **Mobile Home Specialty --**

1. Appraises mobile homes and other residential properties for ad valorem tax purposes that require advanced property appraisal skills.
2. Inspects buildings and improvements to obtain technical data necessary to establish trends and identify economic factors.
3. Assists the appraisal supervisor in analyzing data for use in the appraisal process.
4. Makes appraisals of the more complex and unique properties for tax purposes; prepares studies necessary to appraise mobile homes.
5. Answers inquiries of the public relative to assessment values; hears complaints; explains appraisals; and defines appraisal and appraisal conclusions.
6. May exercise lead responsibility over a number of appraisers and/or clerical workers on appraisal programs; provides input and feedback to the supervisor on employee performance evaluations.
7. May be required to work out of class, for short periods, in the absence of the supervisor.
8. Prepares appraisal reports; gives written and oral testimony before the Oregon State Tax Court and lower appeal bodies.
9. May train and develop appraisers of lower grade in a particular or specific appraisal situation related to mobile homes.

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

Must have demonstrated a comprehensive knowledge of all three of the appraisal approaches to value (cost, market and income) along with the ability to make sound value judgment decisions relating to these modern appraisal techniques in a specialized area; versatility to function as a specialist in more than one appraisal or assessment area; comprehensive knowledge of the fundamental principles of real property tax laws, land mapping and surveying; ability to make clear and concise reports relating to

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difficult appraisal problems; demonstrated ability to work harmoniously with associates; ability to assist in problem solving and conflict resolution among team members; ability to work harmoniously with the public and other agencies; and the capability to assume supervisory responsibility.

EXPERIENCE AND TRAINING:

1. Associate of Science degree in property appraisal or real estate; OR a 4 year degree in business, forestry, economics, agriculture, mathematics or a related field; AND
2. Four (4) years experience in real or personal property appraisal; OR
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

NECESSARY SPECIAL REQUIREMENTS:

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.

REVISED: 3/75; 4/92; 6/00; 5/87; 5/94; 3/89; 1/95; 7/03; 4/08; 6/08