



PERSONAL PROPERTY APPRAISAL TECHNICIAN

Classification Title: 328

FLSA: Non-Exempt

EEOC: 3

GENERAL STATEMENT OF DUTIES:

To perform technical analysis, research and a variety of professional accounting functions involved in the valuation of assessable real or personal property, in compliance with Oregon Revised Statutes.

SUPERVISION RECEIVED:

Works under the supervision of Appraisal Supervisor and/or the County Assessor who assigns work and reviews results for conformance to department policies and standards.

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)

Note: Based on position, emphasis may be in field or in office administration.

1. Research and compile data to substantiate value conclusions for presentation to the Board of Property Tax Appeals.
2. Examine financial records and statements for completeness, accuracy and conformance with uniform accounting classifications and specific accounting requirements; prepare schedules and reports for internal and external distribution.
3. Review and process personal property return forms submitted by a variety of business enterprises for the purpose of tax assessment.
4. Make telephone and field contacts with taxpayers to gather assessment data.
5. Assist in research projects as necessary to develop assessment data.
6. Verify specific account data in the field and make corrections as necessary.
7. Confer with property owners or their representatives regarding assessed values and related assessment issues; explain appeal rights and procedures.
8. Conduct written, telephone and personal contact with market data sources in local, regional and national markets as appropriate.
9. Audit mathematical accuracy of footings, extensions and balances; perform related accounting duties.
10. Make special studies and analyses of assessment and appraisal problems, collect and assemble supporting data.

Page 2

11. Perform calculations and compile statistical information; prepare charts, graphs, reports and working papers.
12. Assist auditor and appraisers in obtaining information.
13. Perform related duties as assigned.

RECRUITING REQUIREMENTS

KNOWLEDGE, SKILLS AND ABILITY:

Considerable knowledge of: Basic principles, practices and procedures of personal/real property valuation; ORS regulations and guidelines and County ordinances that apply; principles, practices and procedures of accounting, fiscal management and mathematics; modern office procedures, methods and computer equipment; principles and procedures of financial record keeping and reporting; personal and real property assessment processes and procedures.

Substantial skill & ability to: Read and interpret maps and blueprints; compile data from various sources; analyze data and prepare accurate statements or reports; process data at a speed necessary for successful job performance; operate electronic calculating machines at a speed and accuracy level necessary for successful job performance; establish and maintain cooperative working relationships with those contacted in the course of work; prepare clear and concise reports; work with considerable independence.

EXPERIENCE AND TRAINING:

1. Associate's degree from an accredited college or university with major course work in accounting, real estate or a related field; **AND**
2. One year of technical/appraisal, research/analysis experience or professional fiscal management or accounting experience; **OR**
3. Any equivalent combination of experience, education and/or training relevant to the position.

SPECIAL CHARACTERISTICS:

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 pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
4. Required to use personal vehicle for business use.

Adopted: 6/04

Revised: 10/04; 5/11