



LANE COUNTY
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Established 01/30/91
Updated 04/15/03

PROPERTY APPRAISER 1 PROPERTY APPRAISER 2

CLASS SUMMARY: To appraise the value of real and personal property for tax assessment purposes; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

Property Appraiser 1: This is the entry level class in the Property Appraiser series. This class is distinguished from the Property Appraiser 2 by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the 2 level. Incumbents perform standardized appraisals of residential, farm/forest deferral property or personal property in the County to establish a fair and accurate value upon which taxes will be assessed. Initial assignments are subject to close review while in progress and upon completion. After the initial training period, incumbents will be expected to conduct property appraisals of increasing difficulty and with less supervision.

Property Appraiser 2: This is the journey level class within the Property Appraiser series. This class is distinguished from the Property Appraiser 1 by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class perform appraisals of all categories of residential, farm/forest deferral property and/or personal property to establish a fair and accurate value upon which taxes will be assessed. Incumbents may also perform entry level commercial or industrial appraisals. Employees may assist in training of other staff. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

SUPERVISION RECEIVED AND EXERCISED:

Property Appraiser 1

Receives supervision from the Appraisal Supervisor or Appraisal Manager, and technical and functional supervision from a Property Appraiser 3 or 4.

Property Appraiser 2

Receives general supervision from the Appraisal Supervisor or Appraisal Manager, and technical and functional supervision from a Property Appraiser 3 or 4.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Appraises or assists in the appraisal of a wide variety of properties including residential, farm/forest deferral property and personal property for tax assessment purposes. |
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LANE COUNTY
Property Appraiser 1 and 2 (Continued)

2.	Assists in or conducts appraisal of industrial or commercial properties.
3.	Performs physical inspections of properties to obtain data for use in determining classification and value according to established standards and guidelines.
4.	Examines and processes personal property returns and classifies personal property; classifies farm land and computes farm use values.
5.	Performs market studies to determine market value for various classes of property; gathers and evaluates sales data for the purpose of determining trends and averages as indicators of correct value; lists personal properties subject to taxation.
6.	Applies market value to subject properties; produces estimates of property values using the market and cost approach and an income approach on less complex properties.
7.	Prepares reports on appraisals and valuations; defends reports for property appeals; appears at hearings and describes appraisal methods and evaluation.
8.	Performs special studies and appraisals as assigned; performs special market studies to resolve problems; assists in the development of sales ratio studies; answers questions from the public concerning appraisals, assessments, procedures and related issues.

Knowledge of (position requirements at entry):

Property Appraiser 1

- Theories, principles, practices and techniques of property appraisal.
- Methods and principles of land mapping and surveying, property description and measurement, building construction principles and practices and the variables affecting property valuation.
- Local zoning/planning regulations; applicable state statutes, rules and regulations pertaining to property appraisal.
- Basic real estate law as it relates to property appraisal.
- Basic statistical concepts and terminology; basic principles of economics.
- Laws governing disclosure of confidential information.

Property Appraiser 2 - In addition to the qualifications of the Property Appraiser 1:

- Principles and practices of cost and income appraisal.

Ability to (position requirements at entry):

Property Appraiser 1

- Perform mathematical and statistical calculations.
- Operate office equipment including calculators and computer terminals.
- Read maps and blueprints and follow deed descriptions; read aerial photos.
- Meet and deal tactfully and effectively with the public and department staff.
- Prepare and present clear and concise reports.
- Collect, interpret and evaluate data; maintain accurate and complete records.

Property Appraiser 2 – In addition to the qualifications of the Property Appraiser 1:

- Appraise properties using market, cost, and limited income approaches.
- Testify as an expert witness; train and assist other appraisers in proper methods and procedures.

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Property Appraiser 1 and 2 (Continued)

Training and Experience (positions in this class typically require):

Property Appraiser 1

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, agriculture, engineering or a related field. No experience is required.

Property Appraiser 2 – In addition to the qualifications of the Property Appraiser 1:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, agriculture, engineering or a related field. Two years of responsible real or personal property appraisal experience equivalent to the Property Appraiser 1. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- Designation as a Registered Appraiser as per ORS 308.010
- Possession of a valid Oregon driver's license.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt