



LANE COUNTY
L013
Established 01/30/91
Updated 04/15/03

PROPERTY APPRAISER 3

CLASS SUMMARY: To conduct real and personal property appraisals of a difficult and complex nature requiring advanced appraisal skills; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

This is the full journey level class within the Property Appraiser series. Employees within this class are distinguished from the Property Appraiser 1 and 2 by the performance of the full range of duties as assigned including to serve as lead worker over a unit of appraisers performing residential, farm/forest deferral property and personal property appraisals, and/or performs appraisals requiring a high degree of expertise in at least one appraisal area. Incumbents are expected to independently perform appraisals of commercial, industrial, residential, personal, special use and rural properties using a variety of appraisal techniques and to present appraisals at hearings and in court. Appraisers at this level are expected to have a working knowledge of multiple appraisal areas and advanced skill in at least one area.

SUPERVISION RECEIVED AND EXERCISED: Receives direction from the Appraisal Supervisor or Appraisal Manager and may receive technical and functional supervision from a Property Appraiser 4. Exercises functional and technical supervision over professional appraisal staff.

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

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| 1. | Appraises commercial, industrial, and/or complex or unique residential and farm/forest deferral properties; examines the properties to obtain data for use in determining value; produces estimates of property values using the market, income and cost approach. |
| 2. | Reviews and sets depreciation factors for personal property; processes more difficult personal property returns. |
| 3. | Prepares reports on appraisals and valuations; completes a variety of special studies such as cost, sales ratio and market trend studies. |
| 4. | Interprets appraisal and assessment procedures and regulations for property owners; handles public inquiries and complaints. |
| 5. | Develops documentation and manuals of appraisal process; reviews appraisals completed by other appraisal staff for completeness and conformance to state regulation and County procedures. |
| 6. | Assists in the development of work plan and appraisal program; schedules and assigns work to staff; participates in the selection and assists in the evaluation of employees; trains and instructs other assigned appraisers. |
| 7. | Prepares reports for property appeals. |

8.	Presents written and oral testimony at hearings and in court.
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Knowledge of (position requirements at entry):

- Theories, principles, practices and techniques of property appraisal including commercial, residential, industrial, personal, special use and rural property.
- 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 statistical concepts and terminology.
- Basic principles of economics; accounting; real estate laws and the legal aspects of mortgage instruments.
- Principles and practices of supervision and training less experienced employees.
- Modern office procedures, methods and computer equipment

Ability to (position requirements at entry):

- Collect, interpret and evaluate data; maintain accurate and complete records.
- Appraise properties using market, cost and income approaches.
- Perform mathematical and statistical calculations.
- Read and interpret maps, aerial photos and locate remote properties; read blueprints and follow deed descriptions.
- Train and assist other appraisers as necessary; plan, assign and review the work of assigned appraisal staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Testify as an expert witness and present written and oral testimony at hearings and in court.
- Communicate clearly and concisely, both orally and in writing.

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

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration,, agriculture, forestry, engineering or a related field. Three years of responsible real or personal property appraisal experience. 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 at time of appointment.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt