

Washington County
Job Description

Job Title: Appraiser IV

Exempt (Y/N): No

Date REVISED: November 2015

Department: Assessor

Supervisor: Senior Appraiser

Summary:

The Appraiser IV is responsible to ensure that all real estate is assessed properly within Washington County. Employee is required to be competent in all functions of the Assessor's office; appraisal, real estate and personal property, and must be able to represent and interpret all policies and procedures. Ensure that all functions are performed efficiently and in a professional and timely manner. Must audit all types of assessments, appraise county owned property, and participate in the operations of the office by assisting in all duties as needed. All assessments must be accurate in accordance with state law to provide the records base for the County Collector to collect the appropriate amount of tax for the operation of schools, city, and county organizations. Ensure each situation is handled according to County policies. This position is responsible for maintaining accurate real estate records in excess of \$14.1 billion in appraised property value throughout the County.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Drive a county vehicle, locate, measure, and grade improvements to property.
2. Calculate land values (improved and unimproved) using comparable sales (urban and suburban) and state determined soil productivity coding for rural parcels.
3. Perform research on current market (sales) and calculate appraisals for commercial and industrial properties using any of the accepted methods of property appraisal.
4. Assist with land splits, locating improvements, and correcting mapping errors.
5. Assist call-in and walk-in customers with real estate, appraisal and valuation questions.

6. Defend appraisals at Equalization Board, County and Circuit Court hearings and/or trials, as necessary, and make adjustments to assessed values according to determinations from these hearings.
7. Ensure that all information requested by Assessment Coordination Department (ACD), taxpayers, tax consultants, and others is accurate and available.
8. Train and assist less experienced appraisers in valuation, appraisal, and office operations.
9. Grade and judge the depreciation of improvements.
10. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among County and other agencies.
11. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
12. Audit assessments, real estate and personal property to correct errors. This includes evaluating exempt property for use to determine the correct status.
13. Communicate with customers, one on one, to explain valuations and assessment policies and in telephone conversations and written correspondence.
14. To be knowledgeable of all legislative amendments and state regulations affecting the valuation of property, particularly understanding amendment 79 theory and application
15. Must be proficient in rectangular survey mapping systems and applications.

Qualification requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum of high school diploma or general education degree (GED); 2 years prior assessment experience or college degree in related field preferred, completion of Arkansas State certification level IV requirements. Particularly, successful completion of ACD courses; A-Maps, Legal Descriptions, and Assessment Administration, B-Valuation, C-Assessment of Personal Property and International Association of Assessing officers (IAAO) courses; 101-Fundamentals of Real Property Assessment, 102-Income Approach to Valuation, 201-Appraisal of Land, 300-Fundamentals of Mass Appraisal, and Marshall & Swift Commercial Square Foot Method Workshop.

Other Skills and Abilities:

Should possess knowledge of modern office equipment, procedures and practices, general computer skills and experience with Windows based software and office programs. Additionally, Should possess overall assessment knowledge, including personal property assessment, legal descriptions and mapping methods, Geographic Information Systems mapping software and basic knowledge of Amendment 79 theory and application. This position requires strong written and verbal communication, math and customer service skills. Dexterity is necessary to use a 100' tape and other measurement tools effectively.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk and hear. The employee is frequently required to sit, use hands to manipulate, handle, or feel objects, climb, and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds.

Specific vision abilities required by this job include the ability to adjust focus, distance vision, peripheral vision, color vision, and close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and the employee is subjected to outdoor weather conditions frequently.