

**COOS COUNTY JOB ANNOUNCEMENT**

**PROPERTY APPRAISER III**

**\$2,800.00 - \$3,539.00 Per Month**

**DEPARTMENT: Assessor's Office**

**GENERAL STATEMENT OF DUTIES: See attached job description.**

**APPLICATION PROCEDURE: Coos County Application**

**APPLY TO: Coos County Human Resources Dept.  
Coos County Courthouse  
250 N Baxter  
Coquille, Or 97423  
humanresources@co.coos.or.us**

**CLOSING DATE: MARCH 18, 2011 5:00 PM**

**\*\* EOE \*\***

**POSTED :** Courthouse North Bend Annex  
Employment Division County Website ([www.co.coos.or.us](http://www.co.coos.or.us))  
Craig List The World  
South Coast Shopper

**NOTE: Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.**

## **COOS COUNTY ASSESSOR'S OFFICE**

### **JOB DESCRIPTION**

**Classification Title:** Property Appraiser III – Full Time

**Reports To:** Assessor

**Status:** Bargaining Unit - Non-Exempt

### **INTRODUCTION**

This classification has lead and technical appraisal responsibility to plan, organize, direct, and facilitate the day-to-day activities of the appraisal division. Primary responsibilities include, but are not limited to, the analytical evaluation and appraisal of complex properties. This classification is indirectly responsible for meeting goals and assignments through all appraisal employee of the department

**Work hours: REGULAR AND CONSISTENT ATTENDANCE IS REQUIRED.**

### **EXAMPLES OF PRINCIPAL DUTIES**

#### **DUTIES ASSIGNED TO THIS CLASSIFICATION INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING EXAMPLES:**

- Train and assist subordinate appraisers and to appraiser real and/or personal property for Coos County, as well as any related work as required.
- Appraises urban, rural, personal or commercial properties for tax assessment and trains and assists subordinate appraisers in proper methods and procedures to ensure uniformity of appraisals.
- Conducts special land valuation studies and research work as assigned by supervisor.
- Inspects buildings and improvements to obtain basic data for use in determining correct values.
- Lists personal property subject to taxation, determines appraised values and calculates assessed values.
- Computes reproduction costs and applies obsolescence or depreciation factors necessary to determine market values of buildings and structures.
- Prepares reports on appraisals and evaluations made.
- Supports appraisals at Board of Property Tax Appeals, magistrate division, tax court, or formal appeal proceedings.
- Gathers and evaluates sales data, for the purpose of determining trends as indicators of current value.
- Answers inquiries of the public relative to assessment values and pertinent appraisals.
- Hears complaints, explains appraisals and defines appraisals and appraisal conclusions and assessment values.

- Operation of various equipment, tools and machines used in performance of duties. The operation of a motor vehicle, computer, calculator, tape measure and digital camera.

**Supervision Received:** Works under the supervision, guidance, and evaluation of the County Assessor.

**Supervision Exercised:** Can serve as a lead appraiser over a small number of appraisal employees, as assigned by the assessor.

**Education, experience and training:**

- Bachelor's degree in business administration, engineering or a related field, or two years of college and two years of responsible experience in a business/accounting related field. **BA/BS Degree preferred.**
- Relevant education and experience in the use of necessary software (Microsoft Office: Excel, Word, Power Point, and Access) to aide computer assisted appraisal.
- Relevant training and experience in analytical/problem solving, OR any satisfactory equivalent combination of education, experience and training.
- Property Appraiser 1 certification (ORS 308.010) at time of employment.
- Must possess a valid Oregon driver's license.

**SKILL IN:**

- Operation of digital automated equipment and systems; reading maps, aerial photos and understanding deed descriptions.
- Use of reference manuals for valuation purposes; performing mathematical and statistical calculations.
- Preparing and presenting reports and statistical data; writing clear and concise records, reports and statistical data.

**ABILITY TO:**

- Communicate effectively in both oral and written forms.
- Plan, coordinate, assign work, motivate, plan, coordinate and maintain time schedules considering staff and resources available to meet goals and objectives.
- Develop sound recommendations relating to property appraisal.
- Make decisions independently in accordance with established policies and procedures, establish new procedures when applicable, and use initiative and judgment in completing appraisal tasks and responsibilities.
- Utilize problem identification and resolution techniques.
- Gather and analyze statistical data and compile into meaningful reports; establish and maintain records and statistical data.

- Work independently and efficiently manage time to meet deadlines.
- Courteously meet and deal effectively with other employees, property owners, boards, courts, real estate and title companies; fee appraisers, businesses, professionals, and the public.

### **SUPERVISORY CONTROLS OF THIS POSITION**

- Work is performed under the guidance of the Assessor who assigns work orally, and in writing.
- The employee works independently in administering a complex area of responsibility and confers with supervisor for professional advice.
- The employee is responsible for meeting workload requirements and assignments to meet deadlines set by Oregon Revised Statute, Department of Revenue guidelines and departmental policy.
- Discretion is required in applying general development of recommendations, policies and procedures, and in resolving problems.
- Work is accomplished within a broad framework, with authority and responsibility in area of service.
- Periodic reviews of work performance are conducted in terms of expected results.

### **GUIDELINES**

- Work is performed within department policy and procedures; federal, state and county statutes, rules, regulations and ordinances; department of revenue guidelines; cost factor manuals; appraisal principles, practices and manuals and various reference manuals.
- Employee uses judgment in interpreting guidelines and contributes to modifications of existing guidelines by recommending changes or adapting guidelines to problems encountered.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- Work is performed in an office setting with frequent field work which may require bending, climbing, lifting up to 15 pounds, pulling, pushing, reaching and walking.
- Work performed in the field is in an environment which involves everyday risks and discomforts and sometime adverse weather conditions requiring safety precautions.
- A frequent amount of driving is required.