

Washington County

Appraiser I

April 12, 2017

Job Summary:

This position is responsible for various routines associated with the identification and valuation of real and personal property within Washington County. Provides service to customers on the telephone or in person, responding to their questions and/or directing them to proper authority as required.

Duties Performed:

Physically inspect and inventory agricultural, residential and mobile home parcels within Washington County, according to Idaho Code, Idaho State Tax Commission Rules and Regulations, and accepted appraisal standards; Photograph, measure, and sketch buildings on agricultural, residential and mobile home parcels, enter data into computer assisted mass appraisal program; Determine agricultural and residential land classes; Collect and analyze crop prices and production expenses; Analyze statistical reports to establish agricultural land values; Collect and analyze construction costs to establish a Local Cost Modifier; Read, understand, and plat legal descriptions on maps, including GIS aerial maps; Understand and use computer assisted mass appraisal system; Generate statistical data for reporting; Assist the public with property and value questions; Understand and perform database management; Perform other related duties as assigned.

Supervision Received:

Assessor, Chief Deputy Assessor

Machines, Tools and Equipment used:

Automobile, Office Machines, Computer, Digital Camera

Working Conditions:

Outdoor time in various weather conditions to do physical inspection of parcels.

Indoor time required for calculations.

Job Specifications:

Physical requirement:

Must be able to measure improvements, sometimes requiring climbing over and around obstacles; Walking, at times considerable walking is required, hazards include irritable taxpayers, biting dogs, hostile barnyard animals (geese, chickens, turkeys, sheep and cattle), as well as rattlesnakes and flat tires. Some areas are remote, employees should be prepared for any emergency.

Educational requirements:

Appraisal courses IAAO Course I or STC Course I and IAAO Course II, and one year in service to obtain certification by the State of Idaho.

Special skills:

Must have basic skills and abilities in math, comprehensive reading and writing. Must have commercial skills, typing, filing, business machines and computer literacy. People skills, i.e., Must be able to deal with the public during stressful moments, deal with co-workers, and other departments with consideration and diplomacy. Must have valid driver's license & clean driving record.

Experience requirements:

Must have familiarity with building materials and styles. Must be familiar with construction and costs of materials. Must be able to recognize difference in land characteristics and how they affect value. Be familiar with the local real estate market.

Training required after hiring:

Continuing education of 32 hours every 2 years to maintain certification. Learn new computer software as it becomes a requirement of the position. Each IAAO course of 32 hours is equivalent of one semester of college.

Additional comment:

A person needs to be skillful in public relations. You are on the front line. It is here that the Taxpayer may vent their frustration over government as a whole you have no control over, you are handy, and in their territory. Common sense, tact, and a sense of humor are valuable tools in any situation.