

Sevier County Job Description



Title:	Appraiser Trainee / Licensed Residential Appraiser Certified Residential Appraiser / Certified General Appraiser	Department:	County Assessor
Grade:	Appraiser Trainee - 15 / Licensed Residential - 17 Certified Residential - 20 / Certified General - 22	FLSA Status:	Non-Exempt
Job Code:	Appraiser Trainee – 204 / Licensed Residential - 203 Certified Residential - 201 / Certified General - 205	Effective Date:	01/12 (Last Revised 06/19)

Performs a variety of **complex technical duties** encompassing the complete valuation process from discovery to defense of tax assessment; performs inspection, classification, appraisal and valuation of countywide real properties as needed to determine tax valuation.

Appraiser Trainee: Entry Level
Licensed Residential: Working Level
Certified Residential: Advanced Level
Certified General: Full Performance Level

SUPERVISION RECEIVED

Works under the supervision of the County Assessor.

Appraiser Trainee: Close / **Licensed Residential:** Close to General / **Certified Residential and Certified General:** General

SUPERVISION EXERCISED

Appraiser Trainee: None
Licensed Residential: May assist with some training of Appraiser Trainee
Certified Residential: Supervisor Trainer for an Appraiser Trainee and/or Licensed Residential Appraiser
Certified General: Same as above. Provides general supervision under the direction of the Assessor or on a project to project basis

ESSENTIAL FUNCTIONS

Appraiser Trainee: Assists with Basic Functions under Assessor's Certification / **All Appraisers:** Basic Functions

Field Work:

- Performs the inspection, measuring, diagramming, photographing, classification, appraisal and valuation of real property including residential, recreational, vacant land, and agricultural;
- Surveys county building activity for new construction, improvements & land development, assessing and inspecting property for construction, quality, condition and functional design;
- Pick up all new buildings with or without building permits;
- Locates and analyzes changes in land use and makes appropriate adjustments in property appraisals;
- Contacts and interviews persons familiar with property, takes measurements and prepares field sketches of the same using designated CAMA system, document storage and digital imagery.

Analysis:

- Maintains current files and records on property sales within the county using MLS or sale questionnaires in order to monitor trends on impending changes in property market value and recalculates market value when current sales prove a need for updating files;
- Determines and applies cost, sales, or income approaches used to determine property values;
- Records appraisal information on standardized report forms in order to determine Ad Valorem value of property;
- Monitors and evaluates records and databases of appraisals and valuations for accuracy and to obtain results needed for supportable and equitable assessments;
- Analyzes appraisals and ascertains significant variations from standards;
- Makes appraisal decisions for complex property;
- Reviews appraisal decision for appraisal consistency to assure equity between taxpayers;
- Performs general maintenance of Farmland Assessment Act (FAA) property status, audits, process changes to FAA parcels, prepares and calculates roll back taxes;
- Derives replacement costs of structures by entry and computation and by itemization and valuation of component parts;
- Collects, evaluates and prepares sales to perform local sales ratio studies;
- Researches & monitors building permit records, sales and leases, plats and tax rolls;
- Process splits and name changes from other county offices in a timely manner;
- Represents Sevier County in equalization hearings local or state, and offers testimony in court as needed;
- Must determine what is new growth and calculate.

Data Input and Technology:

- Utilizes specialized county software system as USPAP approved appraisal methodology;
- Completes computer input of data and processing of documentation as needed to create county tax assessment roll;
- Implement and apply new technology to keep up to date with industry standards;
- Ascertain significant variation from standards and develops computerized cost standards;
- Utilizes computer models programmed with building characteristics to develop cost, sale, or income approaches to value;
- Performs advanced computer system searches configuring input queries to generate needed data.

Customer Service:

- Provides customer service and technical assistance at front counter and/or directs to appropriate office;
- Researches and responds to customer requests for various information;
- Responds to questions from property owners related to the valuation and assessment of property;
- Assists in processing residential exemption applications and home owner questionnaires;
- Performs back up duties to County Assessor and Personal Property Appraiser, must be knowledgeable in all aspects of the job;
- Maintains cash drawer and receipts payments;
- Notary as needed.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Appraiser Trainee: Graduation from high school or equivalent with additional training in appraisal work or other related field, plus one (1) year of experience performing above related duties.

Licensed Residential Appraiser: *(In addition to education and experience for Appraiser Trainee):* Thirty (30) semester hours or Associates Degree or must be a Licensed Residential Appraiser, plus two (2) years performing above related duties.

Certified Residential Appraiser: *(In addition to education and experience for Appraiser Trainee and Licensed Appraiser):* Bachelor's degree or must be a Certified Residential Appraiser, plus three (3) years performing above related duties.

Certified General Appraiser: *(In addition to education and experience for Appraiser Trainee, Licensed Residential Appraiser and Certified Residential Appraiser):* Bachelor's degree or must be a Certified General Appraiser, plus four (4) years performing above related duties.

*An equivalent combination of education and experience may be considered.

2. Required Knowledge and Abilities:

Knowledge

Appraiser Trainee: Some / **Licensed Appraiser:** Working / **Certified Appraiser:** Considerable / **General Appraiser:** Thorough

- Terminology unique to the appraisal field;
- Current principles, procedures, techniques and approaches to value used in the appraisal of real property (cost, sale, and income approach);
- Computer assisted property appraisal;
- Statistics, computer modeling, blue print reading, and terminology;
- State of Utah property tax policy and Farmland Assessment Act;
- Valuation appeals processes related to Board of Equalization and court proceedings;
- Public relations and interviewing methods;
- Material quality and cost of construction;
- Appraisal methodologies related to cost, sales and income;
- Physical attributes and specialized knowledge of areas in Sevier County;
- Methods of land appraisal including the terrain, capacity of soil, and comparable value;
- Sales ratio studies and coefficient of dispersion;
- Interpersonal communication skills.

Working knowledge of All Appraisers *(in addition to the knowledge outlined above)*

- Basic principles of supervision.

Ability

- Analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales ratio studies;
- Visually observe the details of property and arrive at an accurate and equitable appraisal;
- Make mathematical calculations in determining percentages, volumes, areas, acreage, etc.;
- Interpret, develop, and analyze cost manuals used in the appraisal of property and apply appropriate methods of valuation;
- Make knowledgeable decisions in the appraisal process;

- Read legal descriptions, deeds, plat books, maps, and blue prints;
- Operate a variety of tools and equipment i.e. calculator, computer, digital camera, drone, measuring devices, etc.;
- Communicate effectively verbally and in writing;
- Develop and maintain effective working relationship with the public, fellow employees, and supervisors;
- Follow written and verbal instructions.

3. Special Qualifications:

Appraiser Trainee:

- Must complete 81 hours of appraisal education.
- Must submit fingerprints, criminal background information and appraisal application form to the Utah Division of Real Estate.
- Must qualify to become a Licensed Residential Appraiser within a reasonable amount of time from date of hire.
- Must maintain certification through completion of bi-annual state training (28 hours).
- Must possess a valid Utah driver's license.

Licensed Residential Appraiser *(in addition to qualifications listed for Appraiser Trainee):*

- Must complete an additional 75 hours (156 hours total) of specialized appraisal education.
- Must complete 1,000 hours of appraisal experience (within 1-5 years).
- Must have 12 month's work experience in mass appraisal after Appraiser Trainee designation.
- Must submit 9-10 sample appraisals, equaling 65 hours minimal, to the Utah Division of Real Estate for review and approval.
- Must meet all requirements to be designated as a Licensed Residential Appraiser through the Utah Division of Real Estate.

Certified Residential Appraiser *(in addition to qualifications listed for Appraiser Trainee and Licensed Appraiser):*

- Must complete an additional 50 hours (206 hours total) of specialized appraisal education.
- Must complete 1,500 hours of appraisal experience, 500 after becoming licensed appraiser, (1,125 hours total residential).
- Must have 12 month's work experience in mass appraisal after Licensed Residential Appraiser designation.
- Must submit 11-15 sample appraisals, equaling 110 hours minimal, to the Utah Division of Real Estate for review and approval.
- Must meet all requirements to be designated as a Certified Residential Appraiser through the Utah Division of Real Estate.
- Must become designated Ad Valorem by the Utah State Tax Commission for residential valuation.

Certified General Appraiser *(in addition to qualifications listed for Appraiser Trainee, Licensed and Certified Appraisers):*

- Must complete an additional 100 hours (306 hours total) of specialized appraisal education.
- Must complete 3,000 hours of appraisal experience (at least 1500 hours non-residential – 1000 hours after licensed).
- Must have 18 month's work experience in mass appraisal after Licensed Residential designation.
- Must submit 8-12 sample appraisals, equaling 300 hours minimal, to the Utah Division of Real Estate for review and approval.
- Must meet all requirements to be designated as a Certified General Appraiser through the Utah Division of Real Estate.
- Must become designated Ad Valorem by the Utah State Tax Commission for general real property valuation.

4. Work Environment:

- Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching with occasional lifting of 25 lbs;
- Some hiking in uneven terrain and driving on unimproved road conditions;
- Talking, hearing and seeing essential to performance of essential duties;
- Periodic exposure to outside weather conditions and occasionally uncooperative land owners;
- Mental application utilizes memory for details, emotional stability and discriminating thinking;
- Reasonable work speed required to be productive and efficient;
- Frequent "in the field" travel required in course of performing portions of job functions and travel for continuing education.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)