

Appraiser Job Description

Position Summary

This position requires a professional in both appraisal and customer service capacity. Perform all work duties and activities in accordance with County Assessor policies, procedures, and safety practices. The time will be split between being in the field and doing data entry at the office. The employee must be flexible, be able to multitask, think intuitively with both short and long term memory requirements as well as excellent time management skills. This position requires working with many departments around the County as well as the public and other municipalities/offices. An employee in this position should require minimal supervision and have a good work ethic to accomplish assigned tasks. Performs appraisal work on all classification of properties. Must also be able to demonstrate a commitment to customer satisfaction for all customers on a regular basis.

Essential Functions:

- Inspects buildings and improvements, both interior and exterior, during all phases of construction. Measures, lists, and verify all relevant data to property.
- Appraises property (building and land) in accordance with prescribed procedures, correlating estimates made by recognized methods to arrive at valuation. Establishes values using standard assessment techniques, according to Iowa Real Property Appraisal Manual and enters information in appraisal CAMA software.
- Determines assessed property values and monitors changes for real property throughout the county.
- Maintains, updates, and audits appraisal software for valuation, property changes, permits, and reconciliation. Participates in development and implementation of procedures for all cycles of revaluation.
- Assists with operation of Informal Appeals and/or Board of Review, including onsite inspections, area, and equity studies for market value.
- Provides answers to inquiries regarding assessments and legal descriptions, possible errors, and discrepancies. Responds to questions by property owners by describing data and methods used to establish value.
- Prepares reports summarizing permits, new construction, and other data, including exemptions.
- Verifies information regarding physical characteristics of improved and/or unimproved residential properties.
- Assigns residential property values by analyzing property information and establishing a property value that best represents fair market value.
- Meets with property owners to review and/or correct property characteristics.
- Reviews Pictometry aerials for additions/deletions of improvements to properties.

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- Must be a positive representative of the Assessor's Office and Warren County.
- A strong team player and demonstrate a commitment to the ideas and values of Warren County.
- Attends meetings, conferences, and workshops.
- May perform other duties as assigned.

Essential Skills and Experience:

- High School Diploma or General Education Degree (GED), supplemented by additional appraisal course work and have considerable experience in Residential property appraisals or any equivalent combination of experience and training which provides the knowledge and abilities to perform the work.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to organize and manage multiple priorities.
- Ability to exercise independent judgment.
- Ability to manage a high level of stress.
- Strong customer orientation.
- Excellent interpersonal and communication skills with other departments and staff.
- Ability to obtain a valid Iowa Driver's License and to operate a motor vehicle.

Physical Demands and Work Environment:

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

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time, stooping, kneeling, crouching, reaching, walking, talking, and hearing. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

Work environment: The noise level in the work environment is usually minimal. There may be periods when exposure to outside adverse conditions or weather elements which may be necessary to accomplish the needs of the office.