

POSITION: Appraiser III – Residential

Posting# 3005-1118sr

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: Appraiser III - Residential
May underfill as Appraiser II - Residential

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REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

STARTING SALARY: Grade 510 Step: A – G \$24.74 - \$28.43 Hourly
\$1,979.38 - \$2,274.53 Biweekly

Appraiser II Grade 508 Step A – G \$21.52 - \$24.74 Hourly \$1,721.38 – 1,979.38 Biweekly

Salary will be determined upon experience and or education
Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: November 9, 2018

CLOSING DATE: Open until filled

***All applications received by November 26, 2018** will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months
For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Appraises real property for ad valorem tax purposes using industry-accepted methods for determining value.

DUTIES INCLUDE:

Appraiser II

- Gathers and verifies data on real property including, but not limited to, measuring structures, physically inspecting the exterior and interior of buildings, photographing property, and noting architectural quality and intended use of the property
- Enters field data into property records and utilizes digital photography to analyze and compare property characteristics between digital imagery and property record data.
- Compares information and appraisals submitted by taxpayers with property records.
- Prepares evidence for state and local valuation challenges.
- Organizes building permits into work packets/batches.
- Gathers and confirms data for compliance with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practices (USPAP) and IAAO standards.
- Represents the County Assessor's Office to the public.

Appraiser III (In addition to the functions described above)

- Appraises residential, small income properties, and multi-family projects.
- Gathers, verifies, and analyzes data on residential and small commercial properties using a variety of appraisal, GIS, database, spreadsheet, and/or statistical software.
- Creates and applies valuation models including the income approach to value.
- Leads and trains other appraisers in appraisal efforts.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: building standards, appraisal methods, and research principles, methods, and techniques in relation to real property; land appraisal and building cost estimating methods.

Skill to: use a calculator for mathematical and basic trigonometric calculations; sum and categorize improvement square footage; read plats and blueprints; compare digital imagery with property inventory data for validity; and to locate property according to description.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; appraise real property using the income, cost, and sales comparison approaches to valuation for commercial appraisals.

REQUIREMENTS FOR EMPLOYMENT:

Appraiser II: An associate's degree in any field (bachelor's degree preferred) and two (2) years of work experience related to real estate, building construction, or property appraisal. Additional work experience may not be substituted for the required associate's degree, but applicants with a bachelor's degree in a field related to real estate, building construction, or property appraisal may receive credit for the required work experience due to additional related education.

Appraiser III: three (3) years of work experience as a residential or commercial appraiser.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Appraiser II: applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must *possess* designation as a Licensed Appraiser with the Utah State Department of Commerce and *obtain* designation as an Ad Valorem Appraiser (residential or general) with the Utah State Tax Commission within 24 months in position.

Appraiser III: applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must *possess* designation as a Certified Residential or Certified General Appraiser (preference for General) with the Utah State Department of Commerce. Incumbents with designation as a Certified Residential Appraiser must *obtain* General Ad Valorem Appraiser designation with the Utah State Tax Commission within 24 months in position.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.