

*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: APPRAISAL SUPERVISOR**

Posting# 3106-0417ksa

### REQUIRED ATTACHMENTS TO APPLICATION:

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

**STARTING SALARY RANGE: Step 45, \$26.31 hour – Step 51, \$30.23, \$2,105 - \$2,418 Bi-weekly**

Starting salary will be determined based upon education and experience.

*Plus benefits package - Step increase available after completing probation and annually thereafter.*

**OPENING DATE: March 30, 2017**

**CLOSING DATE: April 13, 2017**

*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:

Supervises, coordinates, and directs the personnel and work processes that are essential to maintaining the legislative mandated five-year property characteristic review cycle and creating valid property values for the annual assessment roll. Is responsible for preparing appraisals for commercial and residential appeals before the Utah State Tax Commission.

### DUTIES INCLUDE:

Supervises, coordinates, and directs the work of assigned personnel including designing and organizing work processes, reviewing work processes, reviewing completed work assignments, conducting performance appraisals, and administering appropriate employee discipline. Provides staff training and training manual documentation.

Compiles, maintains, and reviews employee reports, daily work records, payroll information, work specifications, and appropriate personnel documentation.

Reviews documentation submitted by taxpayers or their representative for quality, substance, and relevance and responds to questions and complaints from the general public and property owners regarding appraisals, appraisal methods, or assessments.

Prepares appraisals on properties that are classified as special use.

Ensures Uniform Standards of Professional Appraisal Practice (USPAP) guidelines for ad-valorem work are met for all appraisals.

Represents the Assessor's office and provides assistance during Board of Equalization processes.

Ensures improvements are located on the correct property records including segregation changes; coordinates new growth workloads and maintains five-year property characteristic review cycle.

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**EVALUATION AND SELECTION FACTORS INCLUDE:**

**Knowledge of:** Utah tax code and the appeals process; supervisory techniques.

**Skill to:** organize a yearly appraisal schedule; appraise real estate using cost, sales comparison, and income approaches to valuation; utilize software programs that perform statistical operations and develop formulas and tables for use in cost, sales, and multiple regression model valuations; competently utilize the Marshal Swift valuation manual.

**Ability to:** maintain cooperative relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; maintain confidentiality of managerial information or decisions and of other sensitive information; receive and follow instructions from those in authority.

**REQUIREMENTS FOR EMPLOYMENT:**

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

An associate's degree in any field (preference for a bachelor's degree) and four (4) years of work experience in real property appraisal. Preference may be given to applicants with supervisory experience.

**LICENSURE/CERTIFICATIONS:**

Incumbents 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. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

**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.

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