

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	REAL PROPERTY RESIDENTIAL MANAGER
CLASS CODE:	2011
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	10/11/2010 (REVISES 02/07/2006 VERSION)
DEPARTMENT:	ASSESSOR

---

## JOB SUMMARY

Under general guidance and direction of the Chief Deputy-County Assessor, performs supervisory and professional analytical and assessment work in managing the real property residential function of the County Assessor's Office.

## ESSENTIAL FUNCTIONS

Manages the real property residential appraisal function; coordinates staffing assignments with Appraisal Supervisors to maintain production objectives; provides and oversees training; sets standards of performance and reviews work accomplished; conducts periodic performance evaluations.

Makes staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County Personnel Rules and Regulations.

Directs residential appraisal processes associated with the Board of Equalization including preparing comparable valuation reports and other associated documents that are provided to independent hearing officers, commissioners, the state tax commission, and other associated parties of interest.

Prepares and analyzes residential property sales and market trend reports to obtain data used in sales-ratio reporting, multiple regression analysis, and other valuation purposes in order to produce uniform valuations.

Oversees the analysis and standardization of computer assisted mass appraisal system variables and inputs to ensure uniformity and validity of property characteristic classifications and setups so that residential property valuation processes are not untimely terminating due to nonconforming variables and inputs.

Remains current in knowledge regarding assessing-related technology, geographic information system (GIS) programs, advancements in computer assisted mass appraisal (CAMA) systems, and legislative changes.

## KNOWLEDGE, SKILLS, AND ABILITIES

**Knowledge of:** appraisal principles, terminology, methodology, and procedures; state and local assessment code; supervisory techniques and County Personnel Rules and Regulations.

**Skill in:** producing narrative and statistical reports for residential classes of real property; using various computer applications including word processing, spreadsheets, assessment software, and databases; reading, writing, and math; analyzing and preparing statistical data.

**Ability to:** maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing with all levels of county employees, taxpayers,

**CLASS TITLE: REAL PROPERTY RESIDENTIAL MANAGER**  
**CLASS CODE: 2011**  
**PAGE 2**

state and local representatives, attorneys, members of the media, and real estate industry professionals; complete personal work assignments while directing and overseeing the work of others; meet deadlines despite interruptions; effectively supervise others.

### **PHYSICAL DEMANDS**

**Regularly:** sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color; drives a motor vehicle.

**Occasionally:** lifts or otherwise moves objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is primarily performed in an environmentally controlled room, but is occasionally performed in the field which may expose the incumbent to possible bodily injury and inclement weather. Work requires the incumbent to work additional hours reconciling assessment roll valuations.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in real estate, business, or a related field and five (5) years of experience performing tax assessment or related appraisal activities. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with supervisory or leadership experience.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

Applicant must possess a current driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment. Applicant must possess Certified Residential or Certified General Appraiser designation with the Utah Department of Commerce or be a Licensed Appraiser with the Utah Department of Commerce with a Certified General Appraiser designation from the Utah State Tax Commission.

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 and may be required to have specific job-related knowledge and skills.