

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: APPRAISER I / II / III  
CLASS CODE: I - 3000 II - 3001 III - 3005

FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: I/II: NONE III: LEAD

EFFECTIVE DATE: 10/11/2011 (REVISED 6/6/2007 VERSION)  
DEPARTMENT: ASSESSOR

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## **JOB SUMMARY**

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

## **CLASS CHARACTERISTICS**

*Appraiser I* - This is the trainee appraiser classification.

*Appraiser II* - This is the licensed, full performance classification level for appraiser work.

*Appraiser III* - This is the certified residential appraiser classification level. This level may lead and train other appraisers.

## **ESSENTIAL DUTIES - APPRAISER I/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.

## **ESSENTIAL DUTIES - 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.

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### **KNOWLEDGE, SKILLS, AND ABILITIES**

**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.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail; drives a motor vehicle.

**Occasionally:** lifts or otherwise moves objects weighing up to 50 pounds; walks, stands, crouches, or runs on narrow, slippery, or erratically moving surfaces.

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

### **WORKING CONDITIONS**

Work is performed in an environmentally controlled room but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work.

### **EDUCATION AND EXPERIENCE**

**Appraiser I:** An associate's degree in any field (bachelor's degree preferred) and one (1) year 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 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.

Selected applicants may be subject to a background check.

### **LICENSING AND CERTIFICATION**

**Appraiser I:** 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 *obtain* Appraiser Trainee designation with the Utah State Department of Commerce within 12 months in position, designation as a Licensed Appraiser with the Utah State Department of Commerce within 36 months in position, and designation as an Ad Valorem Residential Appraiser with the Utah State Tax Commission within 36 months in position.

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***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.

### **CAREER LADDER ADVANCEMENT**

For promotion through career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must: 1) possess the required licensure and certifications of the higher classification level, 2) meet the education and experience requirements and class characteristics of the higher classification level, 3) have written recommendation from the department head and, 4) receive approval from the Director - Office of Personnel Management.

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.