

EUREKA COUNTY

POSITION DESCRIPTION

APPRAISER I

DEFINITION: Under general supervision, makes appraisals of the value of personal property and of real estate improvements and land for tax purposes within Eureka County; maintains appropriate database and other records; explains findings and assessment laws to the public.

DISTINGUISHING CHARACTERISTICS: The Appraiser I is the entry level class. Advancement to the full working level class of Appraiser II requires State certification as an appraiser for real or personal property tax purposes and completion of sufficient on-the-job training to work independently on a full range of field and office appraisal tasks. Advancement to Appraiser III requires State certification as an appraiser for both real and personal property tax purposes.

Progression to higher levels of this series is based upon certification by the department head, meeting the qualifications for the next level and is assigned duties requiring use of the qualifications. Employees hired at Appraiser I are expected to qualify for Appraiser II within twenty-four (24) to thirty-six (36) months. Appraiser IIs are eligible for appointment as Deputy Assessors.

ESSENTIAL JOB FUNCTIONS: The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are least likely to be essential functions for this position.

1. Appraises real properties to reflect value changes resulting from new improvements, additions, alterations, removals, demolitions, damages, and changes in land use; conducts market analysis of land values for annual adjustment.
2. Visually inspects and locates personal property such as mobile homes; Dealers Reports of Sale, building permits, F.A.A. Reports, business licenses, equipment declarations, pertinent advertising and phone listings, and other information to establish new or revised personal property accounts; enters appropriate information into computer and other records.
3. Measures, plots, diagrams, photographs, and describes buildings, computing square foot area and noting quality characteristics for the assessor's property records.
4. Interprets legal descriptions, blueprints, and topographical parcel maps.
5. Registers motor vehicles; verifies documents; collects fees and taxes due; determines value of vehicles for tax purposes; keeps records of all transactions; accounts for and orders replacement DMV supplies; processes exemptions by maintaining records of exemptions from previous years, and updates annually.
6. Sets up and maintains personal property accounts, records, and billings; prepares and mails personal property billings.
7. Records changes into computer database and other relevant records;
8. Prepares reports for the Department of Taxation and the County Auditor.

9. Explains appraisal and assessment practices to public; answers questions from the general public and other agencies about personal property appraisals, and processes, as well as other programs handled by the Assessor's Office. *Assists individuals in filing for exemptions, rebates, and other programs.*
10. Calculates and explains ag deferred taxes;
11. Queries – knowledge of queries and how to operate.
12. Performs other duties as assigned.

QUALIFICATIONS:

Knowledge and Ability:

Knowledge of the basic principles and general practices of property appraisal; basic office procedures.

Ability to read and interpret and apply rules, regulations, policies, and procedures that relate to the Assessor's Office; assemble and analyze data, prepare written reports, maintain records, and make mathematical computations; read maps, enter information into a computer, and to take simple photographs; communicate rules, policies, and procedures to others.

Special Requirements:

Ability to obtain an Appraiser's Certificate within two (2) years of the date of employment, and ability to complete required continuing education courses. (Possession of a temporary certificate is required upon employment.) Possession of a valid Nevada State driver's license.

Experience and Training: The knowledge and ability listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:

Appraiser I: Graduation from high school or possession of a G.E.D. certificate and college course work or experience in real estate, building cost estimating, or engineering.

PHYSICAL REQUIREMENTS: The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Frequent standing and sitting. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five (25) pounds: files, stacks of paper, reference, and other materials. Moving from place to place within the office; some reaching for items above and below desk level. Strength and stamina to walk long distances over rough terrain and to drive long distances. Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Employees are expected to work both in the field and in the office. In the field, employees have exposure to outside weather conditions including heat, cold, wet, and windy weather; contact with animals and unexpected hazards. Work may be in remote, isolated locations.

FLSA STATUS: Non-Exempt

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head: _____
(Signature)

Date: _____

*Employee: _____
(Signature)

Date: _____

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

ADOPTED: September 6, 2005

REVISED: November 23, 2010