



BOONE COUNTY JOB DESCRIPTION

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| JOB TITLE: <u>Chief Appraiser</u> | NEW: <u>X</u> | REVISED: <u> </u> <small>(Please check one)</small> |
| REPORTS TO: <u>Assessor</u> | FLSA: <u>Exempt</u> | DATE: <u>10/11</u> |
| DEPARTMENT: <u>Assessment</u> | JOB CODE: 101 | |

DEFINITIONS:

This position assumes responsibility for the office in the absence of the Assessor; hires, trains and supervises all appraisal staff; Board of Equalization and records custodian designee; conducts ratio and statistical analysis, verifies all sales data, and prepares narrative appraisals for STC Hearings.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Hires, trains and supervises all appraisal staff. Reviews the quality and consistency of all valuations and verifies all sales data. Prepares the budget for the assessor’s office.

Assist taxpayers with questions in person, over the telephone, and through e-mail.

Is the Board of Equalization designee and the custodian of assessment records. Prepares narrative appraisals for STC Hearings and Appeals. Conducts all classes or ratio studies. Conducts market modeling and implements updated costs tables. Develop and run calibrations of cost tables. Conducts commercial property appraisals and prepares commercial and residential appraisals for State Tax Commissions. Ensures compliance with State Valuations Guidelines.

KNOWLEDGE AND SKILL:

1. Considerable knowledge of County and state laws and regulations governing recording and real estate transactions.
2. Considerable knowledge of Boone County policies and procedures.
3. Extensive knowledge of local real estate market and all areas of real estate appraisals (fee/public)
4. Skill in customer service and communications both internally and externally.
5. Skill in the use of personal computers, especially of appraisal and office software.
6. Skill in analysis, problem solving, and mathematics.
7. Skill in working with and applying mathematical concepts such as percentages, ratios, and proportions to practical situations.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, or related field and State Certified General Real Estate Appraiser.

APPROVALS:

Department Director: _____ Date: _____

(Signature)

HR Director: _____ Date: _____

(Signature)