



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Appraiser/Residential</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Assessor</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Assessment</u>	JOB CODE: 302	

DEFINITIONS:

With general supervision, establishes values for real property including residential and agricultural by conducting field inspections and reviewing of properties; educates the public on taxation process.

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.)*

Conducts onsite field inspections on residential and agriculture properties and measures residential and agricultural homes and structures; creates property record cards for new parcels, adjusts lot sizes, and acreage sizes.

Considers depreciation, reproduction costs, value comparison of similar properties and income potential factors to compute final estimates of property value; assists taxpayers and general public in the explanation and location of real property information compiled by the Assessor’s Office.

Interviews property owners for information concerning interiors and exteriors of structures, sale prices, construction costs, income data and vacant land sales; inspects properties for construction, condition, and functional design and obtains property measurements.

Conducts informal and formal valuation hearings with dissatisfied taxpayers and tax consultants; interviews persons familiar with property and immediate surroundings; collects real estate flyers to obtain pertinent information.

Sorts building permits, files property record cards, allocates property values for title companies, and assists the mapping department with making maps.

KNOWLEDGE AND SKILL:

- 1. Considerable knowledge of the principles and theories of residential appraisal.
- 2. Considerable knowledge of statutes governing appraisals.
- 3. Good knowledge of Boone County appraisal policies and procedures.
- 4. Skill in planning, organizing and managing work.
- 5. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

MINIMUM QUALIFICATIONS:

Bachelor’s degree in Mathematics, Computer Science or a related field.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)