



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Appraiser/Apprentice</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 agricultural property in the County; measures residential homes and agricultural structures, applying corresponding calculations and assimilates data.

Interviews property owners for information concerning exteriors and interiors of structures, sale prices, construction costs, income data, and land sales; assists taxpayers in the explanation and location of real property information compiled by the Assessor's Office.

Conducts formal and informal valuation hearings with dissatisfied taxpayers and tax consultants; interviews persons familiar with property and immediate surroundings, such as contractors, homeowners, and realtors to obtain pertinent information.

Inspects properties for construction quality, condition, and functional design; searches sales, leases, and assessment records for quality control of data; retrieves real estate property data; photographs exteriors of properties and downloads to computer records.

KNOWLEDGE AND SKILL:

1. Good knowledge of the principles and theories of residential appraisal.
2. Good 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)