

Appraiser II**Grade:**

Reports to: Chief Appraiser**Department: Tax Assessor****Classification: Exempt****Date Approved:**

Job Summary

The purpose of this job is to make appraisals of real or personal property of the more common types and assist co-workers and the Chief Appraiser with assigned work.

Essential Functions

Be able to make field appraisals of the typical types of real and personal property.

Must be able to research, analyze, and inspect property and gather all information necessary for appraisals such as size, zoning, use, location, construction quality, depreciation, and market data.

Demonstrate the ability to learn, under supervision, the methods and techniques involved in the appraisal of the more complex types of property.

Assists the Chief Appraiser with records, maps, budgets, and public relations activities as assigned.

Additional Responsibilities

Assists the public with questions on property valuation and related tax questions as needed.

Performs public service programs for civic clubs, schools, and other public functions.

Performs other related duties as required and assigned.

Knowledge, Skills, & Abilities Required for Job Performance

Hold a high school diploma or GED and be at least 21 years of age.

Certification at an Appraiser II level. Demonstrated knowledge of the Assessor's office functions. Knowledge of computer systems and software required to function in the Assessor's office.

Has knowledge and the ability to use statistical calculations as required for the Assessor's office.

Must possess a valid driver's license.

Must be able to speak and write in the English language.

Working Conditions/Physical Demands

This work is typically performed in an office setting using maps, computers, calculators, and other business machines. This position may require walking, standing, bending, stooping, pushing, feeling, seeing, hearing, repetitive motions, and lifting weights up to 50 lbs. without accommodation. Most physical demands are compared to those needed for light to medium work assignments. A physical exam may be required annually.