

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 26, 2012
REVISED: DECEMBER 26, 2012
CLOSING DATE: JANUARY 28, 2012

DEPARTMENT: Assessor

POSITION: Property Appraiser

LOCATION: Globe

JOB CODE: 12-107

ANNUAL SALARY: \$26,998.40-\$32,884.80 DOE

NATURE OF WORK

Performs a variety of analytical work in the appraisal of real and other property for tax assessment purposes and/or determines appraisability of recorded and unrecorded title transfer documents for real property.

DUTIES AND RESPONSIBILITIES:

- Investigates and gathers data required for determining the value of personal property, land, and improvements; interprets and applies Revenue and Taxation Code and the State of Arizona regulations as they apply to chain of title and property valuation; prepares reports on facts pertinent to the determination of ownership or value.
- Locates, identifies and appraises taxable property located in the County; inspects interiors and exteriors of buildings and other structures for tax assessment valuation; prepares scale drawings of improvements; takes photographs to be used as documentation in property files; explains assessment procedures and determinations of assessment records and maps;
- Evaluates the use, size and quality of construction on properties; determines appraisability of title transfer for real property and leasehold interests through title investigation and research; determines taxability of properties by legal class and record exemption determinations.
- Ensures limited property values and assessed values are calculated in accordance with State statutes; completes required appraisal documentation and forms.
- Monitors property records for accuracy; corrects errors in identification, classification and/or valuation of properties.
- Notifies property owners of proposed valuations.
- Answers questions from the public regarding property taxes in person or via telephone.
- Provides assistance to taxpayers filling out affidavits of affixture/un-affixture; assists with exemptions.
- Receives tax payments on behalf of the Treasurer's Office.
- Conducts a variety of clerical duties including pulling files and maps, data input and answering phones.

WORKING ENVIRONMENT:

Work is performed in a standard office environment and in the field to conduct site appraisals. Exposure to variable weather conditions, rough terrain and construction debris. Must be able to exercise physical exertion to measure buildings and structures; may be required to lift up to 50 pounds.

DISTINGUISHING CHARACTERISTICS:

This is the entry level position in this job class series. Receives outside and on-the-job training in property appraisal work; learns to perform cost, market, and income appraisals; learns to interpret and apply the Revenue and Taxation Code and related State of Arizona Department of Revenue regulations as they apply to property valuation.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D and (1) year experience in real estate or property appraisal; or equivalent combination of education, training and experience. Level I Property Assessment Certification from the Arizona Department of Revenue; IAAO Level I Certification is desired; valid Arizona Driver's License.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles and practices of property appraisal; methods and standards utilized in the assessment of property; types and values of assessed property; State statutes and regulations governing property appraisal activities; methods and techniques for collecting field data; customer service standards and protocol; mathematics, including arithmetic and geometry; English grammar and usage; computer applications, including current word-processing, spreadsheet, and data base programs.

Ability to: Learn the factors involved in the valuation of land, improvements, and personal property; gather and analyze data for appraisal purposes and make appropriate determinations; make accurate calculations; understand and follow rules and instructions; read and interpret procedures, laws and regulations; keep accurate records; draw sketches of improvements to scale; maintain impartiality and objectivity; determine percentages of transferable interests on deeds for tax purposes; understand legal descriptions and complex legal documents; interpret corporate lease agreements and trust documents; investigate facts affecting real property and chain of title; read and interpret blueprints, and property descriptions; establish and maintain effective working relationships; provide customer service to taxpayers and the general public; communicate effectively and follow verbal/written instructions.

Skills in: Conducting a variety of property appraisal functions and providing customer service assistance on behalf of the Assessor's Office.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.