

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JANUARY 14, 2014
CLOSING DATE: JANUARY 21, 2014

DEPARTMENT: Assessor

POSITION: Property Appraiser II

LOCATION: Globe

JOB CODE: 14-004

ANNUAL SALARY: \$32,884.80-\$39,104.00 DOE

NATURE OF WORK

Conducts a variety of skilled appraisal of real and other property for tax assessment purposes and/or determines appraisability of recorded and unrecorded title transfer documents for real property and leasehold interests through title investigation and research.

DUTIES AND RESPONSIBILITIES:

- Assesses commercial, residential, agricultural properties and vacant land; examines property located in the County to determine full cash value.
- Collects data in the field; Inspects interiors and exteriors of buildings and other structures for tax assessment valuation; measures structures and buildings; measures land for classification purposes; determines use, size and quality of construction on properties; prepares scale drawings of improvements; explains assessment procedures and determinations of assessment records and maps; determines appraisability of title transfer for real property and leasehold interests through chain of title investigation and research.
- Draws/edits sketches of structures utilizing computer sketch program; completes required appraisal documentation and reports.
- Reviews valuation protests; receives, prepares and researches legal background data for County Assessor and County Board of Equalization hearings.
- May train assigned appraiser staff in field data collection processes and documentation as required.
- Answers questions in the field from property owners in regard to property values or concerns.
- Responds to inquiries from the public in relation to property values, ownership, and legal descriptions.
- Assists the public with widow and disability property tax exemptions, senior value freezes, and statutory classifications.
- Collects tax bill payments on behalf of the Treasurer's Office; explains tax calculations to taxpayers.
- Performs special projects; reviews and presents data to County and State boards as assigned.

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 measure buildings and structures; may be required to lift up to 50 pounds; requires travel to visit field sites.

DISTINGUISHING CHARACTERISTICS:

This is the Experience level in the job class series and as such employees at this level have well developed technical knowledge; perform appraisals on specific property types that may include commercial, residential, agricultural; calculates areas, interviews owners, contractors, real estate agents, and others regarding building costs and resale values; conducts geometrical measurements of property and improvements; investigates complex title issues involving legal entities, leasehold interests, unrecorded documents, and unusual transfers of ownership; and may provide assistance with training or guiding other appraisers.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and three (3) years appraisal or property valuation experience; or equivalent combination of education, training and experience. Level II Property Assessment Certification from the Arizona Department of Revenue; IAAO Certification; and valid Arizona Driver's License.

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KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Arizona laws, rules, and regulations pertaining to the appraisal of taxable properties for assessment purposes; Principles and practices relative to property assessment; methods and standards utilized in the assessment of property; building construction, including materials, workmanship, cost, and quantities; factors involved in the valuation of land, improvements, and personal property; rules and procedures associated with title transfer/change of ownership; methods and standards utilized in the assessment of property; types and values of assessed property; processes for reviewing valuation protests; the Arizona property tax system.

Ability to: Perform skilled property appraisals; conduct fair and impartial appraisals of property; comply with legislation relevant to the appraisal of property; measure/sketch properties and complete relevant appraisal documentation; review valuation protests and research legal background data; provide assistance to taxpayers, seniors and the general public; collect taxes on behalf of the Treasurer's Office; communicate effectively orally and in writing; provide assistance with training assigned personnel.

Skills in: Conducting various property appraisal functions; ensuring the accurate valuation and classification of County property.

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.