

GILA COUNTY HUMAN RESOURCES
JOB ANNOUNCEMENT
 1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MAY 19, 2014
CLOSING DATE: JUNE 5, 2014

DEPARTMENT: Assessor

POSITION: Property Appraiser I

LOCATION: Globe

JOB CODE: 14-037

ANNUAL SALARY: \$29,785.60-\$36,296.00 DOE

PURPOSE OF THE JOB

This position appraises property for tax assessment purposes and acts as a contact for the public. Incumbents in this position are typically field-based, expected to canvas, inspect, measure property and record all pertinent information into the Assessor's Office database. Interactions with taxpayers in the field are expected and encouraged. Performs a variety of analytical work in the appraisal of real property such as land, agricultural designated properties, residential, as well as personal property such as mobile homes and/or business personal property. This position analyzes property sales and gathers evidence to determine property tax values using recorded and unrecorded title transfer documents. Responsible for researching and determining assessments for less complex property types. Primary duties typically include conducting entry level research, using market and cost approaches to value to make recommends or identity trends, and processing applications for exemption programs. This is the entry level (trainee) to beginner level for the Property Appraiser series. Incumbent receives on-the-job training in property appraisal; learns to perform the cost, market, and income approaches to value, learns to interpret and apply both Arizona Department of Revenue (DOR) taxation codes and Arizona Revised Statutes Title 42.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
<ul style="list-style-type: none"> Identifies, locates, measures, and lists the less complex real and personal property for valuation principles and application by canvassing to perform site inspections; Assists in analyzing property sales and evaluates values to ensure they reflect the current market; Processes documents from motor vehicle (MVD) division, mobile home parks, and taxpayers as related to mobile homes; Conducts research on mobile homes through Motor Vehicle Division (MVD) to check title transfers and manufacturer's list price. Monitors statistics and compiles reports as required by DOR, and verifies status of mobile homes moving into and out of the County while ensuring data entry input into Assessor's database. 	40%
<ul style="list-style-type: none"> Addresses appeals in property valuation, gathers evidence and information, and performs appraisals in accordance to industry standards. Completes analysis of the less complex property types; Addresses real and personal property Petitions for Review (appeals), gathers evidence and information, researches sales, income, and cost data. 	20%
<ul style="list-style-type: none"> Coordinates annual exemptions application processing, organizes and maintains database for widow/widower, disability, and senior freeze exemption records, conducts research to determine exemption eligibility; Reviews forms and applications for completeness, accuracy, and compliance with County and State requirements; Produces and reviews automated reports for correctness; Determines exemption eligibility; Prepares correspondence, reports, forms, and specialized documents and enters data into database. Processes and maintains information on business personal property. This involves obtaining information from all business owners, entering data into the system using correct valuation tables, generating reports, and responding to inquiries from business owners and tax accountants. Provides information requested by taxpayers as well as information on state and local laws and available programs. Maintains information on agricultural status and personal property, processes all agricultural applications, and responds to inquiries from ranchers on questions relating to agricultural status. Provide customer service by answering public and outside agency inquiries regarding property values, ownership, legal descriptions, exemptions, and statutory classifications; Provides methodology of tax bill calculations and communicates matters of property values, and exempt persons or organizations while also providing clerical support to other departmental staff, as required and directing telephone calls and taking messages. Assists the public, title companies, and outside agencies with parcel identification, legal descriptions, values, and ownership information. Assists the title examiner or other staff with transfer of property ownership and enters data into the computer system to update assessment rolls. 	10%

<ul style="list-style-type: none"> • Maintains several databases to track building Permits and current files. Records and files complex parcel splits and complex combinations created by mapping department, Determines and calculates parcel land values for all property types; Field checks parcels; Correctly allocates existing improvements to new parcels and enters information in database; Generates and maintains Tax Roll Correction Record. 	10%
<ul style="list-style-type: none"> • Documents physical changes to property in relation to permits issued for improvement to real property using Assessor specific software and database. 	10%
<ul style="list-style-type: none"> • Completes special projects, as requested by supervisor. 	10%
<ul style="list-style-type: none"> • Performs other duties as assigned 	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position has no responsibility over any projects.

ORAL COMMUNICATION DUTIES

Explains County procedures, responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits formal letters and communicates via email on a frequent basis as well as writing internal memoranda and formal letters.

INTERACTIONS WITH THE GENERAL PUBLIC

The incumbent interacts extensively with employees, customers, the general public, regulatory bodies, and external contacts such as vendors, bankers, attorneys or other professionals, and other institutions, over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Continuously (More than 70% but less than 85% in a year)

MINIMUM EDUCATION REQUIRED

High School with Technical Training or Certificates (Appraisal, building Codes, etc.)

MINIMUM YEARS OF EXPERIENCE REQUIRED

One (1) year experience in various functions in an Assessor's Office or property appraisal, construction and development, or real estate, exposure to various Ad Valorem Appraisal functions in an Assessor's Office college level appraisal and/or real estate courses, or equivalent combination of education, training and experience.

CREDENTIALS REQUIRED

The ability to complete and pass DOR required sixty-four (64) hours of introductory level appraisal courses to include twenty-four (24) hours of introduction to Property Tax (TCH4901), within 6 months of hire. The ability to complete and pass DOR required forty (40) hours of classroom/field study in Valuation Concepts and Cost Appraisal Methods (TCH4902) including data collection and Cost and Market Valuation Approaches within 6 months of hire. The ability to complete and pass DOR Level I Property Assessment Certification OR obtain within 12 months of hire. The ability complete and pass International Association of Assessing Officers (IAAO) level 1 courses and certification or obtain within 12 months of hire. Maintain continuing education as required by DOR. A valid Arizona Driver's License.

KNOWLEDGE REQUIRED

Principles and practices of Ad Valorem 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, building construction and development, professional and technical English grammar and usage, computer applications, including word processing, spreadsheets, and database programs.

SKILLS REQUIRED

Analytical Thinking, Communicating Diplomatically, Customer Service, perform mathematical operations including arithmetic and geometry troubleshooting. Time Management, multi-tasking, computer applications, typing/word processing, data entry, spreadsheets, and databases.

ABILITIES REQUIRED

Express one's self orally and through written words, Maintain calm demeanor in stressful situation, Read and write at professional and technical level, existing knowledge of or the ability to learn the principles and practices of Ad Valorem 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, building construction and development. Existing knowledge of or 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, understand legal descriptions and complex legal documents, investigate facts affecting real property and chain of title, read and interpret blueprints and property descriptions, establish and maintain effective working relationships.

PHYSICAL DEMANDS

- Regularly stands to assist customers, regularly sits to complete reports, regularly sits to operate computers or other tools, and occasionally sits to operate special equipment.
- Regularly lifts up to 50lbs of work related materials, equipment, tools, or ladders.
- Requires dexterity for keyboard operation constantly and occasionally requires dexterity for special machinery.
- Incumbents in this position may be required to, regularly walk, regularly bend, regularly stoop, rarely crawl, rarely kneel, occasionally twist.
- Regularly, must be able to exercise physical exertion to measure buildings and structures.

WORK ENVIRONMENT

Incumbents in this position may be assigned or may work outdoors for prolonged periods of time. Incumbents in this position are regularly exposed to safety risk. On regular occasions may become exposed to telephone or onsite verbal abuse by customers or citizens. While working outdoors, incumbents in this position may become exposed to wetness, extreme humidity, hot or cold climates, on rare occasions may be exposed to wild animals, physical danger, mechanical hazards, chemical hazards, electrical hazards, bloodborne pathogens, communicable diseases, and fire hazards.

SAFETY RISK EXPOSURE

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the Assessor's Office with specific regards to use of Gila County vehicles for travel to and from offsite locations. Required during field work to wear reflective vest printed with the words Assessor Staff, employee ID tag or card, eye protection devices, and hard hat. Are also required to utilize other proper safety tools while working outdoors, such as pepper spray to deter wild animals.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the Assessor's Office with specific regards to use of Gila County vehicles for travel to and from offsite locations. Required during field work to wear reflective vest printed with the words Assessor Staff, employee ID tag or card, eye protection devices and hard hat. Are also required to utilize other proper safety tools while working outdoors such as pepper spray to deter wild animals.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications, cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.