

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 22, 2014
CLOSING DATE: OCTOBER 21, 2014

DEPARTMENT: Assessor

POSITION: Chief Appraiser

LOCATION: Globe

JOB CODE: 14-071

ANNUAL SALARY: \$51,373.00-\$71,923.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to value and classify taxable property within Gila County in a fair and equitable manner based on the Arizona Revised Statutes.

This position performs property valuations, determines market adjustments on property, defends valuations and classifications of properties in court, provides property owners with information and explanations, answers petitions and settles legal issues.

SUPERVISORY RESPONSIBILITIES

Plans and assigns work to Property Appraisers and supervises related appraisal activities to ensure work is in compliance with legislative mandates and evaluates production and performance.

Provides recommendations on hiring employees, handling employee grievances, disciplinary actions, employee training and coaching and discharging employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Performs valuations of vacant land; makes improvements to land, residential, agricultural, commercial, industrial, and personal property, and on possessory rights; provides guidance and assistance to staff in the interpretation of established policy and procedure; explains appraisals and assessment procedures to property owners, attorneys, and other involved parties or groups; keeps abreast of technical developments in the appraisal field. Supervises appraisal staff with respect to training, goal setting and monitoring of work quality in person, in office and in the field (outdoors) with assistive use of computer programs such as Microsoft Office Suite, Drawing Software or other Assessor specific software.	30%
<ul style="list-style-type: none">Works with the Assessor and Chief Deputy Assessor in developing market adjustments for all property types in compliance with State statutes; analyzes sales ratios of all property types.	10%
<ul style="list-style-type: none">Represents Assessor in defending valuations and classifications of property at all levels of appeal. Assists the Assessor and Chief Deputy Assessor with taxpayer representatives and/or attorneys regarding options to negotiate, explain, litigate, or settle Petitions for Review, Notices of Claim, Notices of Proposed Corrections, and Arizona Tax Court Cases. Appears as the department representative and expert witness before the Boards of Equalization and Assessment Appeals or Arizona Tax Court to present and justify valuation methodology and resulting appraisals; Analyzes existing or proposed legislation to determine the impact on valuation and appraisal functions; recommends and assists with the development of new or revised appraisal procedures to ensure compliance with technical standards and legal requirements.	30%
<ul style="list-style-type: none">Communicates appraisal and taxation processes of real and personal property; trains appraisal staff on any recently enacted property taxation laws and procedures; understands and communicates Title 42 of Arizona Revised Statutes to appraisers and property owners; and answers telephone calls from property owners regarding their property valuation and classification. Prepares, analyzes and presents oral and written reports as needed. Produces reports, statistics, or data in a timely fashion in advance of deadlines dictated by the Arizona Department of Revenue Equalization Calendar and put in place by the Assessor's Office to allow for prior review by the Assessor and Chief Deputy Assessor.Researches, compiles and analyzes information regarding office and field appraisals, work methods and techniques to determine the need for new programs, policies, procedures and guidelines; makes policy recommendations to the Assessor and Chief Deputy Assessor. Processes Levy Limit Worksheets for Gila County, Community Colleges, Cities, Town and Fire Districts; plans reappraisal of property in order to systematically revalue neighborhoods.Answers Petitions for Review; responds to inquiries from Assessor staff, title companies, community organizations, fee appraisers, tax agents, attorneys and Investors regarding individual properties within Gila County.	20%
<ul style="list-style-type: none">Leads and/or completes complex valuation research or special projects, as requested or assigned.	10%
<ul style="list-style-type: none">Performs other duties as assigned.	

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BUDGET RESPONSIBILITIES

This position has no budget responsibilities.

PROJECT RESPONSIBILITIES

Provides project research support for organizational planning and organizational development projects. Provides project coordination support on employee training & development projects.

Provides research support on projects relating to process improvement through organizational planning and development, quality assurance and training and technology projects.

ORAL COMMUNICATION DUTIES

This position explains Gila County procedures and responds to public inquiries. Participates in and moderates meetings, gives presentations, occasionally speaks with the media and negotiates Petitions for Review and Arizona Tax Court cases.

WRITTEN COMMUNICATION DUTIES

This position creates or edits reports and emails on a daily basis.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year).

MINIMUM EDUCATION REQUIRED

Bachelor's Degree, preferably in Property Appraisal, Public Administration, Business Administration, Real Estate or related field. Technical Training or Certificates (Appraisal, Building Codes, etc.) or any equivalent combination of education, training and experience.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years of experience preferably in Ad Valorem or Fee Appraisal, three (3) years of which demonstrate supervisory and/or management experience.

PROFESSIONAL CREDENTIALS REQUIRED

American Institute, Appraisal Studies, Phoenix, AZ, Property Appraiser Certifications Levels One and Two, with the Arizona Department of Revenue. Courses One & Two with the International Association of Assessing Officers.

Arizona Department of Revenue (DOR) Level II Property Assessment Certification OR ability to complete Level II within 15 months of hire, if holding a valid DOR Level I certification. Possession of an equivalent state issued property appraiser certification, OR Professional certification or designation, OR evidence of at least 300 hours of successfully completed coursework towards such, from a nationally recognized appraisal organization may be accepted in lieu of Arizona DOR Level I & II certification provided that DOR Level I certification is attained within 12 months of hire AND DOR Level II certification is attained within 15 months thereafter. International Association of Assessing Officers (IAAO) Level 2 and Advanced Courses are preferred. Maintain annual continuing education as required by DOR. A Valid Arizona Driver's License.

KNOWLEDGE REQUIRED

Database management, mathematics, building and construction, property valuation, familiarity with Title 42 laws of the Arizona Revised Statutes regarding property valuation and assessment practices. Advanced Level and Standard practices and procedures utilized in making assessments and property valuations; DOR guidelines and statutory requirements pertaining to assessment; Systems, administration and application of Computer Assisted Mass Appraisal systems (CAMA), computer aided drafting (CAD) and GIS applications including applications of computer and data processing systems for word processing, records management, information storage and retrieval (electronic document management systems).

SKILLS REQUIRED

Active listening, analytical and critical thinking, analytical writing, communicating diplomatically, presentation (small to medium groups), problem solving, typing and data entry.

Interpersonal Skills: Courtesy, tact, and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the county for the purposes of giving or obtaining information, building

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relationships, making reports, or soliciting cooperation. Must know real property appraisal methods, procedures, principles and terminology; read and interpret legal descriptions and complex property chain of title, cadastral maps, architectural plans and permits; analyze special appraisal problems related to large industrial and commercial property, agricultural property, special use property, multi-purpose property and other complex property types; Arizona State Statute and Department of Revenue guidelines affecting the appraisal of real and personal property for assessment purposes; supervise Appraisal staff and delegate authority by evaluating work priorities, procedures, and processes to ensure accuracy and determine efficiencies; follow up on supervision and training issues related to job performance as directed; Maintain effective working relationships with the public, private agencies and state and local government agencies.

ABILITIES REQUIRED

Apply management principles, practices, and methods and techniques to solve problems with inductive reasoning, categorize and group data, perform advanced mathematical operations, consider options, risks, and benefits, read and write at college level, analyze and interpret common scientific and technical journals, financial reports and legal documents. React quickly and calmly in emergency situations.

Lead staff and solicit cooperation by analyzing and responding to difficult situations in the absence of the Assessor or Chief Deputy Assessor; respond to advanced inquiries or complaints from customers, regulatory agencies, or members of the business community; conduct fair and impartial appraisals of property by maintaining impartiality and objectivity; understand advanced subject matter regarding valuation; keep accurate records; draw sketches of improvements to scale; read and interpret blueprints and property descriptions; establish and maintain effective working relationships; provide customer service to taxpayers and the general public.

PHYSICAL DEMANDS

- Regularly stands to assist customers.
- Regularly sits to complete report; regularly sits to operate computers, occasionally sits to operate special equipment.
- Regularly lifts up to 50 lbs. of work related materials, equipment, tools or ladders.
- Constantly requires dexterity for keyboard operation; 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.
- Must be able to exercise physical exertion to measure buildings and structures.

WORK ENVIRONMENT

Work is generally performed in an office environment and in outdoors in the field: at homeowner's residence; commercial construction site; or storerooms when researching archives.

Incumbents in this position regularly spends time outdoors to conduct site appraisals and are regularly exposed to variable weather conditions, rough terrain and construction debris.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare 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, blood borne pathogens, communicable diseases and fire hazards.

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. Incumbents 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.

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.