GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: MARCH 11, 2016
CLOSING DATE: APRIL 11, 2016

DEPARTMENT: **Assessor**

POSITION: **Property Appraiser I**

LOCATION: **Payson**

JOB CODE: **16-018**

ANNUAL SALARY: **$28,321.00-$30,445.00 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 recommendations or identify 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 Statues title 42.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Identifies, locates, measures and lists the less complex real and personal property for valuation principles and application by canvasing to perform site inspections. Assists in analyzing property sales and evaluates values to ensure they reflect the current market. Processes documents from motor vehicle division (MVD), 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%
• 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%
• Maintains information on agricultural status and personal property, processes all agricultural applications and responds to inquiries from ranchers on questions relating to agricultural status.	10%
• Assists the title examiner with transfer of property ownership and enters data into the computer system to update assessment rolls.	10%
• Assists the public, title companies, and outside agencies with parcel identification, legal descriptions, values, and ownership information.	10%
• Canvasses, inspects, and measures properties as part of fieldwork through the use of measuring tools. Enters information into County database.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project research support on community service projects.

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ORAL COMMUNICATION DUTIES

This position explains County procedures or processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, emails, formal letters and complex contracts.

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

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

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training.

MINIMUM YEARS OF EXPERIENCE REQUIRED

One (1) year experience in real estate or property appraisal; or equivalent combination of education, training and experience.

PROFESSIONAL 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 (TCH-14901) within 6 months of hire; the ability to complete and pass DOR 1 required forty (40) hours of classroom/field study in Valuation Concepts and Cost Appraisal Methods (TCH-4902) including data collection and Cost and Market Valuation approaches within 6 months of hire; the ability to complete and pass DOR Level 1 Property Assessment Certification OR obtain within 12 months of hire.

The ability to complete and pass International Association of Assessing Officers (IAAO) Level 1 courses and certifications, OR obtain within 12 months of hire; maintain continuing education as required by DOR; a valid Arizona driver's license.

KNOWLEDGE REQUIRED

Mathematics, including arithmetic and geometry, principles and practices of Ad Valorem property valuation, state statutes and regulations governing taxation and property appraisal activities: methods and techniques for collecting field data; building construction and development, 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 level; existing knowledge of, or the ability to learn the principles and practices of property appraisal principles, valuation methods and standards; State statutes and regulations; 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; 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 blue prints, and property descriptions; establish and maintain effective working relationships.

PHYSICAL DEMANDS

- Reguarly stands to attend to customers; regularly sits to complete reports, operate computers, or other tools and occasionally sits to operate special equipment.
- Rarely lifts under 50 lbs. 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 walk; bend; stoop; crawl; kneel and twist on a regular basis.
- Must be able to exercise physical exertion to measure buildings and structure on a regular basis.

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WORK ENVIRONMENT

Work is generally performed in an office environment and outdoors in the field, at homeowner's residence, or at a commercial construction site, or storage facilities; regularly exposed to variable weather conditions, rough terrain and construction debris. Regularly spends time in automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are regularly exposed to safety risk. Incumbents on occasion may become exposed to telephone or onsite verbal abuse by customers, or citizens. While working outdoors, incumbents in this position may become exposed to weather; 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 Appraiser'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 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.