GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: AUGUST 25, 2016
REVISED: NOVEMBER 15, 2016
CLOSING DATE: DECEMBER 15, 2016

DEPARTMENT: **Assessor**

POSITION: **Provisional Appraiser**

LOCATION: **Globe**

JOB CODE: **16-078**

ANNUAL SALARY: **$26,201-$28,166 DOE**

PURPOSE OF THE JOB

This position is a precursor to the Property Appraiser I position. Under close supervision, the Provisional Appraiser is trained in technical work of gathering property appraisal information. This position records management activities, gathers data, makes entries to file records, verifies the accuracy and completion of forms. The job purpose is to identify and list property while in the field. This position carries out site inspections to note the existence of any new building activities, improvements or constructions. The position notes the types of building, type of construction materials and performs measurements.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Performs field-work and gathers property appraisal information.	20%
• Records management and data entry of information obtained from field work - collecting and arranging data by inputting into the Assessor software.	20%
• Prepare sketches of building footprint, scaled to size and approximate alignment of improvement on a parcel.	20%
• Carries out multi-tasking activities while ensuring proper time management; organizes multiple deadline sensitive assignments.	20%
• Meets production quotas and deadlines; maintains acceptable rate of accuracy.	20%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project research support on organizational planning projects; organizational development; quality assurance and process improvement.

ORAL COMMUNICATION DUTIES

This position trains colleagues; explains County procedures or processes; responds to public inquiries and participates in meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos and emails.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with the general public, 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 Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

One (1) year directly related experience; or equivalent combination of education, training and experience.

Continued on page 2…..

PROFESSIONAL CREDENTIALS REQUIRED

Completion of AS Department of Revenue TCH4901-Introduction to Property Tax and TCH4902-Valuation Concepts within six (6) months of hire.

KNOWLEDGE REQUIRED

Building and construction, customer and personal service, mathematics, property valuation, knowledge of guidelines and statutes affecting property assessment.

SKILLS REQUIRED

Analytical thinking, customer service, problem recognition, problem solving, matching differences in features, time-management, quality control analysis, typing and data entry.

ABILITIES REQUIRED

Categorize and group data, find directions and current locations, make sense of multiple data, perform mathematical operations, recognize patterns and order information.

PHYSICAL DEMANDS

- Constantly stands to attend to customers.
- Regularly sits to operate computers, calculators or other office tools.
- Regularly lifts work related materials, equipment and tools up to 50 lbs.
- Constantly requires dexterity for keyboard operation; constantly requires dexterity for Laptop, Tablet or Cell Phone.
- Incumbents in this position may be required to routinely walk to and from work sites, bend, stoop, kneel and twist.
- Due to rough terrains in the field in rural areas, there is possibility that this position would be required to change or dig tires from out of the mud or snow.

WORK ENVIRONMENT

Incumbents in this position routinely spend time in office environment and in automobiles; constantly spends time outdoors and may occasionally spend time in classrooms.

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers or citizens; individuals with high level of emotional distress; physical danger, chemical hazards, bloodborne pathogens, communicable diseases, extreme temperature, noise and vibration and wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. May occasionally require biosafety gear when measuring properties. Incumbents must carry pepper spray to protect self from potential wild animals while carrying out duties.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

This position will only be filled when there is a Property Appraiser I position vacant.

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.