



POSITION CLASSIFICATION DESCRIPTION

JOB TITLE: Appraiser I
REPORTS TO: Assessor
FLSA STATUS: Non-Exempt
DEPARTMENT: Assessor
DIVISION: Office
LOCATION: 104 West Main
PREPARED BY/DATE: Leslie Bugg 8/17/2023

SUMMARY: Selected applicants will working as a team to gather, collect, analyze and tabulate data for appraisal of real property. This includes single family homes, duplexes, condominiums, apartments, mobile homes and vacant land. The Appraiser 1 also defends valuation of properties at the Assessor Level and County Board of Equalization and may assist in making recommendations for appeals to District Court, Binding Arbitration, and the State Board of Assessment Appeals.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

1. Valuation of real property, which include field visits to collect data such as photographs, inventory of property, property characteristics, measuring and drawing appropriate buildings.
2. Determining the market value of residential properties by sales comparison approach utilizing mass appraisal tools and appraisal experience.
3. Appraise and set residential land values in compliance with statutory requirements and appraisal standards.
4. Responsible for all property correspondence, both written and verbal, concerning valuations, assessments and changes to the assessment.
5. Educate taxpayers in assessment process and the procedures used to arrive at the actual and assessed value.
6. Prepare reports and documentation that support real property valuations.
7. Assist, and educate the public during protest period and collects needed data to defend values at the County Board of Equalization and Board of Assessment Appeal levels.
8. Performs all other duties related to work as assigned.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Works well in group problem solving situations.

Project Management - Completes projects on time and budget.

Technical Skills - Pursues training and development opportunities.

Customer Service - Responds promptly to customer needs.

Interpersonal - Focuses on solving conflict, not blaming; Maintains confidentiality.

Team Work - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Written Communication - Writes clearly and informatively; Presents numerical data effectively.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Completes administrative tasks correctly and on time. Manages competing demands.

Cost Consciousness - Works within approved budget.

Innovation - Develops innovative approaches and ideas.

Planning/Organizing - Uses time efficiently.

Safety and Security - Observes safety and security procedures

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE: Experience working in an Assessor’s Office, or a real estate/business is preferred but not required.

LANGUAGE ABILITY: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATH ABILITY: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS: To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Internet software and Project Management software.

CERTIFICATES AND LICENSES: Associate Degree or equivalent of two years /office experience.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

SALARY: \$20.00 per hour plus bonus upon completion of Ad-Velorem Appraiser License. – Includes County Benefits: Health, Vision and Dental Insurance with 401K match.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE COUNTY AND THE INCUMBENT IN THE POSITION.

Nothing in this position description restricts Montezuma County’s ability to assign, reassign or eliminate duties and responsibilities of this job at any time. The description reflects Montezuma County’s assignment of essential functions. It does not prescribe or restrict the tasks that may be assigned. Critical features of this job have been described. Those features may change at any time due to reasonable accommodation, as the needs of the County change or other reasons deemed appropriate by the County.

I have received the Appraiser I job description dated 08/17/2023. I understand that I am to become familiar with its contents.

Signature of Employee

Name of Employee

Date