

## UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: APPRAISER I / II / III  
CLASS CODE: I - 3000  
II - 3001  
III - 3005  
EFFECTIVE DATE: Amended 06/06/2007 (Revised 05/15/2007 version)  
MARKET POINT: Based on applicable market study  
DEPARTMENT: Assessor

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### **JOB SUMMARY**

Appraises real property for ad valorem tax purposes using industry-accepted methods for determining value.

### **CLASS CHARACTERISTICS**

*Appraiser I* - This is the trainee residential appraiser classification level.

*Appraiser II* - This is the licensed, full performance classification level for residential appraiser work.

*Appraiser III* - This is the certified residential appraiser classification level. This level may lead and train other appraisers.

### **ESSENTIAL DUTIES - APPRAISER I/II**

Gathers data accurately on real property including, but not limited to, measuring structures, physically inspecting the exterior and interior of buildings, photographing property, and noting architectural quality and intended use of the property

Uses field data including replacement costs, comparable sales data, and income potential to determine property value, highest and best use, and review final valuation for accuracy.

Enters field data into computers and utilizes oblique imagery and other ariel photography to analyze and compare property characteristics between digital imagery and property inventory data.

Checks final valuation for accuracy.

Reviews information and appraisals submitted by taxpayers for validity.

Prepares appraisals for evidence at state and local hearings to establish value for tax purposes.

Defends County appraisals, advises on market values, and provides testimony at state and local board hearings.

Organizes building permits and requested changes into work batches.

Verifies maps, records, address, and taxing descriptions with computer and links with County records systems before batching permits.

Maintains current knowledge of assigned appraisal area and accepted work and building standards.

Performs appraisals on mobile homes.

Gathers and confirms data for computer assisted appraisal systems in compliance with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practices (USPAP).

Represents the County Assessor's Office to the public.

### **ESSENTIAL DUTIES - APPRAISER III**

In addition to the functions described above:

Appraises residential, small income properties, and multi-family projects.

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Gathers, verifies, and analyzes data on residential and small commercial properties using a variety of appraisal, GIS, database, spreadsheet, and/or statistical software.

Creates and applies valuation models including the income approach to value.

Leads and trains other appraisers in appraisal efforts.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of building standards, appraisal methods, and research principles, methods, and techniques in relation to real property; Knowledge of land appraisal and building cost estimating methods; Ability to appraise real property using the income, cost, and sales comparison approaches to valuation for commercial appraisals; Ability to use calculator for basic mathematical and trigonometric calculations; Ability to sum and categorize improvement square footage; Ability to read plats and blueprints; Ability to compare digital imagery with property inventory data for validity; and Skill in locating property according to description.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table; Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Regularly drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is regularly performed in an environmentally controlled room; Work is regularly performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to possible bodily injury while conducting field work.

### **EDUCATION AND EXPERIENCE**

**Appraiser I:** An Associate's Degree in any field (Bachelor's Degree preferred) and one (1) year of work experience related to real estate, building construction, or property appraisal. Additional work experience may not be substituted for the required Associate's Degree, but applicants with a Bachelor's Degree in a field related to real estate, building construction, or property appraisal, may receive credit for the required work experience due to additional related education.

**Appraiser II:** An Associate's Degree in any field (Bachelor's Degree preferred) and two (2) years of work experience related to real estate, building construction, or property appraisal. Additional work experience may not be substituted for the required Associate's Degree, but applicants with a Bachelor's Degree in a field related to real estate, building construction, or property appraisal, may receive credit for the required work experience due to additional related education.

**Appraiser III:** Three (3) years of work experience as a residential or commercial appraiser.

Selected applicants may be subject to a background check.

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### **LICENSING AND CERTIFICATION**

**Appraiser I:** Incumbent must *possess* a valid State of Utah driver's license. Incumbent must *obtain* Appraiser Trainee designation with the Utah State Department of Commerce within 12 months in position; designation as a Licensed or Certified Residential Appraiser with the Utah State Department of Commerce within 36 months in position; and designation as an Ad Valorem Residential Appraiser with the Utah State Tax Commission within 36 months in position.

**Appraiser II:** Incumbent must *possess* a valid State of Utah driver's license. Incumbent must *possess* designation as a Licensed Appraiser with the Utah State Department of Commerce and *obtain* designation as an Ad Valorem Appraiser (residential or commercial) with the Utah State Tax Commission within 18 months in position.

**Appraiser III:** Incumbent must *possess* a valid State of Utah driver's license. Incumbent must *possess* designation as a Certified Residential or Certified General Appraiser (preference for General) with the Utah State Department of Commerce. Incumbents with designation as a Certified Residential Appraiser must *obtain* General Ad Valorem Appraiser designation with the Utah State Tax Commission within 18 months in position.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.