

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: APPRAISAL SUPERVISOR
CLASS CODE: 3106
EFFECTIVE DATE: 2/18/03
MARKET POINT: Based on applicable market study

DEPARTMENT: Assessor

JOB SUMMARY

Supervises, coordinates, and directs the personnel and work processes that are essential to maintaining the legislative mandated five-year property characteristic review cycle and creating valid property values for the annual assessment roll; and responsible for preparing appraisals for commercial and residential appeals before the Utah State Tax Commission.

CLASS CHARACTERISTICS

This is a supervisory classification level responsible for performing and coordinating real property appraisal work.

ESSENTIAL FUNCTIONS

Supervises, coordinates, and directs the work of assigned personnel including designing and organizing work processes, reviewing work processes, reviewing completed work assignments, conducting performance appraisals, and administering appropriate employee discipline.

Provides appropriate staff training and training manual documentation.

Compiles, maintains, and reviews employee reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation.

Coordinates new growth workloads in assigned area.

Maintains five-year property characteristic review cycles in assigned area.

Performs on-site inspections and appraisal of real property for ad-valorem tax purposes.

Gathers and records data on property including, but not limited to, measuring improvements, physical inspection of improvements, photographing property and classifying/categorizing property segments.

Uses acceptable valuation approaches (cost, comparable sales, and income) to establish an ad-valorem value for real properties.

Enters data into current CAMA system and analyzes final valuation for validity.

Interprets a sales ratio analysis within neighborhood groups to determine the necessity for modifying assessment level factors, model adjustments, or the significance of coefficient variables.

Reviews documentation submitted by taxpayers or their representative for quality, substance, and relevance and responds to questions and complaints from the general public and property owners regarding appraisals, appraisal methods, or assessments.

Prepares appraisals on properties that are classified as special use.

Collects and organizes sales and income data within assigned area.

Ensures USPAP guidelines for ad-valorem work are met for all appraisals.

Represents the County Assessor's Office regarding appraisal and appeal issues, including commercial and residential appeals and hearings before the Utah State Tax Commission..

Represents Assessor's office and provides assistance during County Board of Equalization process.

Assists with personal property and greenbelt appeals.

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

Ensures improvements are located on the correct property records, including segregation changes.

Participates in department staff meetings.

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ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Uses complex computer programs and develops programs to locate appraisal problems and inconsistencies. Ensures that all division personnel learn and utilize computerized methods of determining market value at their job level.

Maintains a fundamental level of performance using Mod-Pro and statistical valuation applications.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Knowledge of Utah Tax Code and the appeals process; Ability to organize a yearly appraisal schedule; Skill in appraising real estate using cost, sales comparison, and income approaches to valuation; Knowledge of supervisory techniques; Ability to utilize software programs that perform statistical operations and develop formulas and tables for use in cost, sales, and multiple regression model valuations; Skill in the use of computer assisted mass appraisal systems; Ability to maintain confidentiality of management information / decisions and of other appropriate information; Ability to receive and follow instructions from those in authority; Ability to sustain the development and operation of all CAMA and related systems; Ability to write full narrative appraisal reports; Ability to competently utilize the Marshal Swift valuation manual; and Ability to communicate effectively verbally and in writing.

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, or crouch on narrow, slippery, or erratically moving surfaces; Regularly drives 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 performed in an environmentally controlled room; and Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and four (4) years work experience in real property appraisal including two (2) years in a leadership capacity.

LICENSING AND CERTIFICATION

Incumbent must be certified as an Ad Valorem General Appraiser with the Utah State Tax Commission; Incumbent must be a Certified Residential or Certified General Appraiser with the Utah Department of Commerce; and Incumbent must possess a valid State of Utah driver's license.

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.