



Appraisal Auditor

Job Description

Department: Assessor
Position: Career Service
Grade: 726
Supervisory: No
Reports to: Chief Deputy – County Assessor

Summary

Under general guidance and direction of the Chief Deputy – County Assessor, performs internal auditing of property valuations. Ensures office compliance with the Uniform Standard of Professional Appraisal Practice (USPAP) and legislative mandates. Incumbent is responsible for the validity of the data within the annual assessment rolls.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform internal auditing of appraisals; utilize legislative codes and establish procedures, as needed.
2. Design and implement quality edits of appraisals for properties; use models to ensure equity of market values; audit appraisals and appeals for errors; conduct appraisal training as needed.
3. Calculate and enter corrections to values; prepare refunds, corrections letters, and additional assessments.
4. Audit and participate in the creation and input of parcels and improvements.
5. Process data for exempt properties, escaped properties, and building only accounts.
6. Prepare reports for the Utah State Tax Commission; assist with similar reports for other County departments, as assigned.
7. Assist public and government agencies, as needed.
8. Conduct research and resolve appraisal issues brought forward by the public and/or Board of Equalization (BOE).
9. Audit Farmland Assessment Act (FAA) conformity; coordinate data input of segregations and computation of acreage on parcels that are split or combined; ensure transfer of improvements to the correct associated parcels.
10. Process inactivated parcels, double assessments, value proration, and properties that become part of dedicated public property; coordinate verification of parcels with other divisions; correct data, as needed.

For Office Use Only

Job Code: 3009
Job Title: Appraisal Auditor
FLSA: Non-Exempt
Effective Date: 10/13/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

11. Review hearing officer decisions made during Equalization; determine and prepare specific decisions to be reviewed by the County Commissioners for final approval.
12. Prepare SIGMA appraisal manuals for distribution to other staff members.
13. Oversee production of the yearly real property assessment roll.
14. Assist with developing and maintaining data required to produce computer-assisted appraisals.
15. Direct Assessor Office personnel during Board of Equalization; ensure adherence to State laws and County policies.
16. Oversee appeals made to the Board of Equalization and attend required board meetings.
17. Specify and maintain re-development districts in Utah County.

Knowledge, Skills, and Abilities

- Knowledge of modern office procedures
- Knowledge of property appraisal techniques
- Knowledge of legal terminology related to real and personal property
- Knowledge of land survey terminology and segregation techniques
- Knowledge of real property recording processes and coding principles, methods, and techniques
- Knowledge of Board of Equalization procedures
- Skilled in interpreting complex legal property descriptions
- Skilled in operating a variety of office machines including a ten-key by touch
- Skilled in word processing, spreadsheets, and databases with SQL formats
- Skilled in written and verbal communication
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to effectively train others in work processes
- Ability to prepare and audit technically complex documents
- Ability to understand the interactions between the Recorder, Assessor, Clerk/Auditor, and Treasurer offices

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate.

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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.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is occasionally required to walk, stand, or stoop and works for sustained periods of time while maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee is occasionally required to lift or otherwise move objects weighing up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in a finance-related field or equivalent.
2. Two (2) years of work experience performing property appraisal.

Preferred Education and Experience

1. Preference may be given to applicants who are currently licensed as a Certified Appraiser with the Utah State Department of Commerce.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Incumbent must have or obtain designation as a Licensed or Certified Appraiser with the Utah State Department of Commerce and have or obtain a General Ad Valorem Appraiser designation with the Utah State Tax Commission within two (2) years of employment.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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