



# Appraiser I

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 721  
Supervisory: No  
Reports to: Appraisal Supervisor

### Summary

Under close guidance and direction of the Appraisal Supervisor in a training capacity, appraises real property for ad valorem tax purposes using industry-accepted methods for determining value.

### Essential Functions

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

1. Gather and verify data 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.
2. Enter field data into property records and utilize digital photography to analyze and compare property characteristics between digital imagery and property record data.
3. Compare information and appraisals submitted by taxpayers with property records.
4. Prepare evidence for state and local valuation challenges.
5. Organize building permits into work packets/batches.
6. Gather and confirm data for compliance with mass appraisal requirements of the Uniform Standards of Professional Appraisal Practices (USPAP) and IAAO standards.
7. Represent the County Assessor's Office to the public.

### Knowledge, Skills, and Abilities

- Knowledge of building standards, appraisal methods, and research principles
- Knowledge of methods and techniques in relation to real property
- Knowledge of land appraisal and building cost estimating methods
- Skilled in using a calculator for mathematical and basic trigonometric calculations
- Skilled in summing and categorizing improvement square footage
- Skilled in reading plats and blueprints
- Skilled in comparing digital imagery with property inventory data for validity and locating property according to description
- Ability to maintain cooperative relationships with those contacted in the course of work activities

### For Office Use Only

Job Code: 3000

Job Title: Appraiser I

FLSA: Non-Exempt

Effective Date: 10/13/2023

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Ability to communicate effectively verbally and in writing
- Ability to appraise real property using the income, cost, and sales comparison approaches to valuation for commercial appraisals

### **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**

Work is performed in an environmentally controlled room but is also performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to possible bodily injury while conducting field work. Work occasionally exposes the incumbent to high-stress situations including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **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 manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk or table and is regularly required to walk, stand, or stoop. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is occasionally required to lift or otherwise move objects weighing up to fifty (50) pounds. The employee may occasionally be required to walk, stand, or crouch on narrow or slippery surfaces. The employee regularly drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm, however 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 ten (10) percent.

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### **Required Education and Experience**

1. Associate degree or higher.
2. One (1) year of work experience related to real estate, building construction, or property appraisal.
3. A bachelor's degree in a field related to real estate, building construction, or property appraisal may be accepted in lieu of the required work experience.

### **Preferred Education and Experience**

1. Bachelor's degree related to real estate, building construction, or property appraisal.

### **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. Incumbents must obtain an Appraiser Trainee designation with the Utah State Department of Commerce within twelve (12) months in the position.
4. Incumbents must obtain a Licensed Appraiser designation with the Utah State Department of Commerce within thirty-six (36) months in the position.
5. Incumbents must obtain an Ad Valorem Appraiser designation with the Utah State Tax Commission within thirty-six (36) months in the position.

### **Career Ladder Advancement**

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.
2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

### **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.

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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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