



Appraiser Trainee - Residential

Job Description

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

Summary

Under general guidance and direction of the Residential Appraisal Supervisor, performs essential work processes to collect data relating to new construction. Ensures building permit inspections are completed in a timely manner. Performs essential work processes to maintain the legislative-mandated five-year residential property characteristic review cycle.

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 determining construction quality and intended use of the property.
2. Field review of residential completion percentage of new construction.
3. Collect and verify data related to new construction.
4. Conduct inspections for building permits, ensuring this is completed in an accurate and timely manner.
5. Perform five-year property characteristic review cycle.
6. Analyze digital photography and aerial imagery and compare to property characteristics in property record data.
7. Analyze property sketches and compare to property characteristics in property record data.
8. Analyze overlay of property sketches and aerial images; utilize specialized software.
9. Ensure accuracy of property characteristics.
10. Ensure improvements are located on correct property records.
11. Utilize Geographic Information Systems software as needed.
12. Ensure compliance with Uniform Standards of Professional Practice and the International Association of Assessing Officers.
13. Represent the County Assessor's office to the public.

Knowledge, Skills, and Abilities

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FLSA: Non-Exempt
Effective Date: 1/18/2025
Public Safety: No

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

- Knowledge of assessment and appraisal practices, processes, and techniques, including principles and methods of real property valuation
- Knowledge of applicable State statutes, County policies and procedures, and Uniform Standards of Professional Appraisal Practice (USPAP) guidelines related to assessment
- Knowledge of building standards and geographic information systems (GIS)
- Skilled in developing formulas and tables for use in cost valuations, including competently utilizing the Marshall & Swift valuation manual
- Skilled in using computer-aided mass appraisal systems and related tools
- Skilled in using software applications, such as Microsoft Office, and other tools for creating documents, spreadsheets, and data analysis
- Skilled in calculating and categorizing improvement square footage
- Skilled in reading plats, blueprints, and legal descriptions
- Skilled in comparing property characteristics and digital imagery for accuracy and locating property based on descriptions
- Skilled in effective interpersonal communication both verbally and in writing, including proficiency in technical writing
- Ability to appraise real property using income, cost, and sales comparison approaches for residential valuations
- Ability to learn and adapt to new software programs and databases
- Ability to prioritize and coordinate multiple tasks efficiently while managing deadlines and interruptions.
- Ability to maintain attention to detail and process complex tasks accurately.
- Ability to maintain confidential records and reports related to personal and real property.
- Ability to maintain effective working relationships with colleagues, supervisors, citizens, and external contacts by demonstrating professional communication, collaboration, and respect in all work-related interactions
- Ability to receive and follow instructions

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

Work is regularly performed in an office environment. This position routinely uses standard office equipment such as computers, phones, photocopiers, shredders, and filing cabinets. Work may frequently be in the field within Utah County. Field work may expose incumbents to variable weather conditions and possible bodily injury from loose debris, sharp objects or other risks when visiting construction sites or partially completed buildings. Work may expose the incumbent to high-stress situations including contact with the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the environment is usually moderate. The incumbent may be required

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to drive Utah County owned vehicles in conducting County business and must abide by the Utah County Vehicle Policy.

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 must be able to traverse uneven, variable, or slippery surfaces and navigate narrow or confined spaces such as basements, attics, and crawlspaces. Specific vision abilities of this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee works for sustained periods of time maintaining concentrated attention to detail. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle to perform their essential job functions.

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 Monday through Friday, however there may be availability to work out a flex schedule ahead of time with Department Head approval. 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's degree or higher, or educational equivalent.

Preferred Education and Experience

1. Preference may be given to applicants with work experience in assessing.

Additional Eligibility Qualifications

1. Applicants must obtain certification as Registered Appraiser Trainee with the Utah State Department of Commerce within six (6) months of employment.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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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.

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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