



# Residential Appraisal Supervisor

## Job Description

Department: Assessor  
Position: Career Service  
Grade: 726  
Supervisory: Supervisor  
Reports to: Real Property Data Manager

### Summary

Under general guidance and direction of Real Property Data Manager, supervises, coordinates, and directs personnel and essential work processes to collect residential data, verify residential data according to legislative mandate, or train residential appraiser trainees, as assigned. Assignments are made at the sole discretion of the County Assessor and may be modified at any time.

### Essential Functions

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

1. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently; conduct ongoing individual meetings.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary actions in accordance with County policies and procedures.
5. Ensure accuracy of property characteristics; analyze sketches and compare to properties; utilize Geographic Information Systems software and aerial imagery software as needed.
6. Ensure improvements are located on correct property records.
7. Ensure data accuracy for all parcels.
8. Respond to questions and complaints from the general public and property owners regarding appraisals, appraisal methods, or assessments.
9. Ensure compliance with Uniform Standards of Professional Appraisal Practice (USPAP) guidelines and International Association of Assessing Officers (IAAO).
10. Assist with local and state Board of Equalization processes; review evidence provided by appellants; prepare evidence for and defend values in hearings.
11. Represent the County Assessor's Office as needed.

### For Office Use Only

Job Code: 3106  
Job Title: Residential Appraisal Supervisor  
FLSA: Non-Exempt  
Effective Date: 10/24/2024  
Public Safety: No

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

May be assigned duties and responsibilities from one (1) or more of the following functional areas:

New Construction

1. Coordinate plans for new construction inspections by quarter, month, and week; ensure inspections are completed according to plan.
2. Ensure building permit inspections are distributed and completed in a timely manner.
3. Oversee collecting and recording data on residential and special use properties; measure and photograph structures; inspect exterior and interior of buildings; determine construction quality and intended use.
4. Conduct field review of new construction to estimate percent complete.

Detailed Review

1. Coordinate plans for detailed reviews by year, quarter, and month, in accordance with state statute.
2. Perform five-year property characteristic review cycle.
3. Analyze overlay of property sketches and aerial images; utilize specialized software.

Training

1. Train residential trainees in collecting and recording data on residential and special use properties; measure and photograph structures; inspect exterior and interior of buildings; determine construction quality and intended use.
2. Ensure building permit inspections are distributed and completed in a timely manner.
3. Train residential trainees in appraising theory and principles to prepare for licensing and certification exams.
4. Train residential trainees how to properly complete Utah Division of Real Estate experience log; audit entries and provide feedback to staff, as needed; approve appraising experience.

**Knowledge, Skills, and Abilities**

- Considerable knowledge of building standards, appraisal methods, and research principles
- Knowledge of Utah tax code and the appeals process
- Knowledge of Board of Equalization procedures
- Skilled in supervisory techniques
- Skilled in conducting an inspection schedule
- Skilled in appraising real estate using cost, sales comparison, and income approaches to valuation
- Skilled in utilizing software programs that perform statistical operations
- Skilled in comparing digital imagery with property inventory for validity and locating property according to description
- Skilled in developing formulas and tables for use in cost valuations, including competently utilizing the Marshall and Swift valuation manual

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- Skilled in leading and training others
- Ability to maintain cooperative relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to maintain confidentiality of managerial information or decisions and other sensitive information
- Ability to receive and follow instructions

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is regularly performed in an environmentally controlled room, but field work may be performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work may expose incumbents 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**

Incumbents must work forty (40) hours each week to maintain full-time status. Expected work hours are 8 am to 5 pm Monday through Friday. Occasional evening and weekend work may be required as job duties demand.

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## **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 or higher.
2. Four (4) years of work experience in assessing.

## **Preferred Education and Experience**

1. Preference may be given to applicants with supervisory experience.
2. Preference may be given to applicants with a bachelor's degree in construction management, community planning, statistical analysis, economics, accounting, mathematics, geographic information systems or a related field.
3. Preference may be given to applicants who possess certification as a Certified General Appraiser with the Utah State Department of Commerce.

## **Additional Eligibility Qualifications**

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

## **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.

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**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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