

Greenlee County is currently accepting applications for an Appraiser III position in the Assessor's Office. Salary \$17.43 - \$24.62 hourly DOE, non-exempt. Minimum requirements: 1) AA degree or equivalent; 2) Possess or able to obtain Level Two Appraiser Certification with the AZ Dept. of Revenue within one (1) year of employment; 3) Position has considerable public contact – must possess good communication skill, good decision making & ability to work cooperatively with the public; 4) Must be able to work outdoors for extended period of times; 5) Valid Arizona Driver's License; 6) Current employment application on file at Greenlee County Board of Supervisors Office, 253 5th Street, P O Box 908, Clifton, AZ 85533. Deadline for filing: Open until filled. It is the responsibility of the applicant to ensure their application is current.

GREENLEE COUNTY

CLASS CODE: Non-Exempt

APPRAISER III

NATURE OF WORK

Under general direction, reporting directly to Assessor, performs work of considerable difficulty in overseeing the real property appraisal section. Responsible for training office staff in routine gathering of real property appraisal information. Performs related duties as required.

TYPICAL DUTIES

Oversees the appraisal of real property, agricultural property, commercial property, and manufactured housing using Arizona Department of Revenue Standards and Guidelines. Ensures that all new real property, commercial property, and agriculture property are listed accurately for the appropriate tax year within the County. Provides assistance to the public with questions of property values, ownership, legal descriptions, exemptions and statutory classifications. Hands on field appraiser for the assessment of all real property within the County. Each parcel must be reassessed within a three year period using principles, practices, techniques, guidelines and statues provided by the Arizona Department of Revenue.

QUALIFICATIONS

Education, Training and Experience: AA degree or equivalent experience. Must possess or be able to obtain a Level Two Certification for property assessment from the Arizona Department of Revenue within one (1) year of employment.

Desirable Knowledge, Abilities and Skills: This position has considerable public contact. Should possess good communications skills, good decision making skills and the ability to work cooperatively with the public. Must ensure all customers are treated courteously and provide accurate information concerning all assessments. Must possess advanced computer skills, 10-key and general office machine skills. Be able to organize work and work with limited supervision. Working knowledge of state guidelines and procedures.

SPECIAL QUALIFICATIONS

Valid Arizona driver's license.

03/2018