

PART-TIME FIELD APPRAISER

Do you want flexible work hours? Do you enjoy working outdoors? Do you want to grow professionally? Then join our team at the Greenlee County Assessor's office. Our office is hiring a part-time Provisional Field Appraiser to assist with the collection and recording of residential data electronically to conduct analysis and to support the accuracy of property information used by our data system and to list properties for tax assessment.

The successful applicant will be fully trained and required to obtain a provisional certification, level 1, and Level 2 certification from the Arizona Department of Revenue, receiving advancements as qualifications are met for Field Appraiser I and Field Appraiser II.

Hourly Rate: \$15.78 - \$18.79. Related experience and appraisal certification will determine initial placement.



Provisional Field Appraiser

GREENLEE COUNTY - Classified

Level 15

JOB SUMMARY

Assists with the collection and analysis of data pertinent to the appraisal of real and personal property improvements and new construction for the determination of tax assessment values.

All Field Appraiser positions are required to work toward and obtain Level 1 and Level 2 certification from the Arizona Department of Revenue in accordance with the earliest schedule offered (condition of employment).

ESSENTIAL JOB FUNCTIONS

- Assists with the capturing of property data by conducting field visits to properties, measuring all structures, noting property descriptions, identifying property characteristics per Marshall & Swift, and obtaining photographs of all buildings, structures, and improvements on property.
- Assists in the evaluation of the quality of construction and the degree of completion on new construction and renovations.
- Prepares scaled drawings of the property showing all improvements.
- Documents property characteristics, measurements, field inspection dates, photographs, scaled drawings and other information by hard copy and electronically into the Assessor's data system.
- Reviews legal descriptions, maps, plats, building sketches and other descriptive materials.
- Uses aerial photography and desktop review software to verify property and their characteristics and canvass for changes or additions to property.
- Receives building permits and collects necessary data on new construction and changes to existing properties.
- Locates, maintains, and updates mobile home data, which includes generating mobile home reports from the Arizona Department of Transportation's database, issuing tax clearance documents, and entering pertinent information into Assessor's data system.
- Verifies and troubleshoots mobile home information by field visits, aerial photography, Arizona Department of Transportation, property owners or other effective measures.
- Communicates with RV park owners. Collects and processes monthly RV Park reports. Updates Assessor's data system accordingly.
- May maintain and update agricultural property records by initiating initial and renewal agricultural applications and verification of grazing leases.
- Performs related work and special assignments as needed.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- 1 year experience in business, construction, real estate sales, Assessor's office or related experience.
- Successful completion of Arizona Department of Revenue course TCH 4901 and Basic Mathematics Assessment within 3 months of date of hire.
- Possession of valid Arizona driver's license.

An equivalent combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved may be considered for any of the above minimum qualifications.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, methods, techniques, guidelines, and statutes utilized in property appraisals.
- Knowledge of building design, construction, materials, cost and depreciation.
- Ability to read and interpret maps and legal descriptions.
- Ability to defuse potentially volatile situations with property owners in a professional and courteous manner.
- Skill in utilizing and maintaining databases, spreadsheets, and Microsoft Office Word.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Good attention to detail.
- Good judgement and independent decision-making skills.

Some knowledge and skills will be learned during provisional certification.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds, and work in an office and in field/outdoor environment.

WORKING CONDITIONS

- Work is performed in a typical office environment and in the field with exposure to a variety of climatic conditions, possible challenging situations, and field locations such as construction sites and remote areas.