



JOB DESCRIPTION

JOB TITLE:	Appraiser Trainee	FLSA:	Non-Exempt
DEPARTMENT:	Assessor	GRADE:	T1
REPORTS TO:	Chief Deputy Assessor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing basic appraisals of real and personal property for tax assessment purposes; substantiates appraisals before taxpayers.

NOTE: An employee cannot remain in this classification after two (2) years of date of employment.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Reads and interprets a variety of maps and aerial photographs, locates and identifies all taxable, real and personal property using prescribed procedures to classify uses, character, and quality of construction for determining official property valuation in the County through on-site field inspections.
- Collects general, specific and comparative data; interviews members of the general public and other government offices in gathering information that affects the value of real or personal property; collects and assembles market sales data, analyzes and interprets information; inventories all taxable real property.
- Establishes value of a variety of properties; classifies property to determine the extent of taxability.
- Establishes the appraised value of real or personal property using a cost, income or comparative sales approach, as appropriate; calculates agricultural and historic deferred tax liens; prepares an appraisal report detailing the process used to establish the value of the property.
- Provide appeal forms to taxpayers for the Board of Property Tax Appeals, and also concise directions regarding the process and requirements pertaining to the hearing.
- Participates in the preparation of the secured and unsecured assessment roll including maintaining data and assisting in the preparation and verification of accounts; maintains knowledge of, and performs, all appraisals according to NRS guidelines and professional appraisal practices.
- Provides information regarding agricultural deferred properties such as classification, taxes and market value; calculates "Market Value" of agricultural deferred properties for the Recorder's office use; determines value and calculates taxes for property with agriculturally deferred status.
- Assist the public with filing Agricultural Deferred applications.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



APPRAISER TRAINEE

ESSENTIAL FUNCTIONS: (continued)

- Responds to inquiries of the public relative to assessment values and pertinent appraisals; hears complaints, explains appraisals, and defines appraisals, appraisal conclusions, and assessment values; assists various agencies with necessary information as required; provides explanation of taxes pertaining to appraisals; amends tax bills and calculate refunds according to changes in value; prepares amendments and refunds for commissioner's approval and follow up per their decision.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Two (2) years of college level course work in finance, construction technology or a field related to the work; AND two (2) years of experience in work which has involved the appraisal, assessment or valuation of real or personal property; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of real and/or personal property appraisal.
- Real estate markets and transactions.
- N.R.S. and taxation codes and county regulations governing the appraisal of personal, commercial, industrial, residential and special purpose properties.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Office record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Financial record keeping and accounting principles and terminology.
- Concepts and terminology related to real or personal property appraisal and taxation.
- Concepts, materials and terminology related to building construction.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.



APPRAISER TRAINEE

Skill in:

- Analyzing, interpreting, verifying and explaining real and personal property appraisal data.
- Determining and assigning accurate and equitable fair market value to property for taxation purposes.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing and prioritizing work and meeting critical deadlines.
- Understanding and following oral and written directions.
- Maintaining accurate records and files.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- Must obtain State of Nevada Appraisers certification within two (2) years of date of Employment per N.R.S 361.222.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and field settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to performance under exposure to frequent driving, adverse environmental conditions, fumes, gasses, noxious odors, hazardous chemicals and noise.