



JOB DESCRIPTION

JOB TITLE:	Chief Property Appraiser	FLSA:	Non-Exempt
DEPARTMENT:	Assessor	GRADE:	T4
REPORTS TO:	Chief Deputy Assessor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for supervising and performing a wide variety of routine and complex appraisals of real and personal property for tax assessment purposes; substantiates appraisals and appraisal methods before taxpayers, local/state boards of equalization, local/state legislature, and local/state agencies..

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.

- Plans, organizes, assigns, supervises, reviews and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
- Assists in the development and administration of the Assessor's annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
- Performs the most complex property appraisals and acts as technical advisor on the valuation of complex properties.
- Plans, coordinates, and oversees appraisal-related activities with other departments, agencies, and the local/state Board of Equalization.
- Directs the preparation of assessment appeals cases and represents the Assessor before the local Board of Equalization.
- Interprets statutes and rules within the Nevada Revised Statutes and Nevada Administrative Codes pertaining to property appraisals, audits, and assessments; reviews legislation and initiate new or modified procedures in accordance with new laws.
- Formulates appraisal policies, procedures, and systems required to implement mandated changes and to assure that appraisal and auditing operations are within legal requirements and County policies.
- Compiles, disseminates, and integrates market, income, and cost data analysis with appraisal and assessment systems.

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.



CHIEF PROPERTY APPRAISER

ESSENTIAL FUNCTIONS: (continued)

- Serves as the liaison for the Assessor's Office with other divisions, departments, and outside agencies; negotiates and resolves sensitive and controversial issues.
- Provides responsible staff assistance to the Assessor, Recorder, County Clerk; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to appraisal programs, policies, and procedures as appropriate.
- 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 four (4) years of experience in work which has involved the appraisal, assessment or valuation of real or personal property in a public agency setting; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and practices of real and/or personal property appraisal.
- Real estate markets and transactions.
- Nevada Revised Statutes and Nevada Administrative Codes 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.
- Budget 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.



CHIEF PROPERTY APPRAISER

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others.
- Training others in policies and procedures related to the work.
- 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.
- Adapt to automated appraisal and auditing systems and understand their application to appraisal and auditing functions.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.
- State of Nevada certification in Real and/or Personal property.

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.