



HARNEY COUNTY

Property Appraiser

Days / Hours: 7.5 hours per day ; 37.5 hours per week

Salary/Benefits: \$2907.13 per month with full County benefits

Job Duties:

Appraises all types of real property for tax assessment purposes using various appraisal techniques. Respond to inquiries from the public and prepare related data for presentations.

ESSENTIAL JOB FUNCTIONS:

- Locate properties in variety of specific geographic locations.
- Inspect & measure properties on various types of terrain and in all weather conditions.
- Document field information for entry into computer database.
- Draws building diagrams.
- Responds to property owner's concerns and questions in the field, in the office, at the counter and on the telephone.
- Processes current information using a computer database.
- Participate in pre-appraisal set-up.
- Complies with all departmental and County procedures and policies.
- Assist in the appraisal of urban, rural, industrial, commercial and personal property for tax assessment purposes.
- Review property description and verify by a field inspection.
- Assist in making calculations and office studies pertaining to the valuation of real and personal Property.
- Calculates figures, percentages, area and circumference using basic math, algebra and geometry
- Assist in conducting sales studies; assist in gathering and assembling basic valuation data.
- Prepare detailed reports on inspection activities or assist in preparing appraisal reports.
- May be required to testify in Tax Court, Magistrate Court, Department of Revenue or Board of Property Tax Appeals hearings.
- Computerized data entry
- Attend meetings & training seminars as required.

Mandatory Requirements:

1. Must be a qualified Registered Appraiser in the State of Oregon, pursuant to ORS 308.010. Must provide with job application a copy of the Registered Appraiser certificate issued by the Oregon Department of Administrative Services; **OR**
2. Be eligible to take the Registered Appraiser exam at time of hire based on one of the following criteria, and/or pass that exam within 6 months of

hire:

- Have an associate in science degree (or higher) in property appraisal, real estate technology, building construction/inspection technology, engineering or forestry technology, business administration, or a related field; **OR**
 - Possess any combination of experience or education equivalent to two years in a field that would demonstrate the capacity to work as a property appraiser. Examples include; property appraisal, public or business administration, real estate, finance, civil engineering, urban planning; **OR**
 - Have previously completed an Oregon Department of Revenue approved appraisal training program or county approved appraisal training program; **OR**
3. Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

Special Requirements/Licenses:

- Must possess a current driver's license OR be able to obtain within 30 days.) and an acceptable driving history.
- High School Diploma or GED
- Must adhere to Oregon Department of Revenue Administrative Rules 150-308.010-(A) which states:

"(a) Registered appraisers are required to successfully complete 30 credits approved education every two years. Continuing education requirements shall apply to any registered appraiser whether or not currently employed by state or local government."

"(b) Registered appraisers with less than three years of appraisal experience with either the Department of Revenue or county Assessor's Office, or a combination of the two, must complete 60 credits of training within the first two calendar years following their registration."

• Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual from this classification.

Preferred, but not required:

- Ability of operate and have knowledge of basic office equipment i.e. calculator, printers etc.
- Microsoft Word & Excel

Application Closing Date and Time: September 25, 2020 at 5 pm. Obtain an employment application and complete job description from Human Resources, by email at deanna.atwell@co.harney.or.us or call 541-573-8373, The application is also available on the Harney County website under the Human Resource Department.

Harney County is an AA/EEOE.