



JOB DESCRIPTION: APPRAISER II – ASSESSOR’S OFFICE

Primary Responsibility: Collects, analyzes, and tabulates data for the appraisal of real property. Responsible for the valuation of residential, multi-unit dwellings, mobile homes, manufactured homes, vacant land, agricultural, natural resources and specialty purpose property classes. Prepares required reports/documentation for protest hearings; performs standard field investigations/audits, studies, and appraisals; and assists in preparing information for audits; advises/assists taxpayers.

Supervised by: Assessor

Supervises: N/A

FLSA status: Non-Exempt

Main Job Duties:

- Appraises residential, vacant land, mobile homes, townhouses, commercial, and agricultural properties in compliance with the State of Colorado statutory appraisal guidelines and in conformance with office policy as directed by the County Assessor. (55%)
- Compiles, organizes and maintains appraisal data, including data collection of real property sales, income data, sales verification, agricultural production and expense data, updates county sales maps, construction cost data, computer sales reports, and other appraisal data necessary to complete valuations of residential, agricultural, natural resources, townhouses and mobile homes. (15%)
- Performs physical inspections of real properties within the County due to new construction, demolition, historic property, property owner complaints, or other conditions, which may require inspection. (10%)
- Coaches Appraiser I (10%)
- Coordinates and Maintains state audit appraisal files and provides technical information, data, and documentation to real property owners or their agents regarding valuation of individual properties. (4%)
- In the absence of the Assessor, oversees the day to day operations of the Assessor’s Office. Provides direction, technical assistance and training to appraisal staff positions in physical inspection and appraisal of real and personal property; provides direction, training and assistance to appraisal staff during property appeals. Provides input for employee evaluations. (3%)

- Provides information and documentation to property owners or their agents regarding valuation of individual properties. Provides written documentation and oral testimony for appeal hearings, as necessary, in property valuation disputes at County Board of Equalization hearings, Arbitration hearings, Colorado Board of Assessment hearings, and District Court of Colorado Court of Appeal hearings. (3%)

Additional Job Duties:

- Provides information and documentation to property owners or their agents regarding valuation of individual real properties. (1%)
- Attends and successfully completes continuing education appraisal classes and keep up on changes to appraisal system. (1%)
- Performs other duties as assigned by the County Assessor and any duties needed to stabilize and emergency situation. (1%)

Qualifications:

- Education: High School graduate or equivalent.
- Must be a Colorado Licensed Ad Valorem Appraiser within 1 year.
- Must pass background check, including traffic and criminal.
- Working knowledge of computer appraisal system.
- Must possess mathematical skills to handle required calculations for property appraisals.
- Must be energetic, a team player, self-starter and very people oriented.

Ability to:

- a) Accurately and effectively transmit and receive information that is necessary to the accomplishment of goals and objectives, including effective written and oral communications in English; and the ability to listen.
- b) Exercise independent judgment and critical thought.
- c) Classify real estate.
- d) Read and interpret maps, blueprints and legal descriptions.
- e) Apply logical or scientific principles to define problems, collect data and draw conclusions.
- f) Maintain courteous and effective working relationships with County staff, officials and general public.
- g) Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- h) Research, compile, and summarize a variety of informational and statistical data and materials; prepare clear and concise reports, correspondence and other written material.

Knowledge of:

- a) Statutes and regulations relating to real property, appraisals and assessments.
- b) Various approaches to property valuation, including mass appraisal.
- c) Building design, construction materials, costs and depreciation.
- d) County land values, neighborhood uses and zoning regulations.
- e) Property appraisal procedures, methods and techniques.

Certifications:

- Must possess a valid Colorado Driver's license without any restriction due to driving record. Must also be able to drive a county vehicle.
- Must possess FEMA ICS 100 and 700 certifications within 6 months of employment

Mental/Physical Requirements:

- Ability to perform, without additional assistance, all physical movements necessary for office work and appraisals.
- Work is performed primarily in an office environment. May occasionally be exposed to extreme temperatures if performing appraisals outdoors.
- Must be physically fit to inspect or do field inspections (for example: measure dwellings and take pictures).

Experience:

- Minimum one-year experience in the various areas of real estate appraisal and assessment.

I, _____ have read the above job description for the **Gilpin County Appraiser II**. To the best of my knowledge I am able to perform all duties of the job as described.

Employee

Date

Supervisor

Date