



JOB DESCRIPTION: CHIEF APPRAISER -- ASSESSORS OFFICE

Primary Responsibility: Collects, analyzes, and tabulates data for the appraisal of real property and personal property. Assists in the valuation of residential, commercial buildings and parcels, multi-unit dwellings, mobile homes, manufactured homes, vacant land, agricultural, natural resources, commercial, industrial, specialty purpose property, and personal 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: Appraisers

FLSA status: Non-Exempt

Main Job Duties:

- Supervises the appraisal of residential, vacant land, mobile homes, townhouses, commercial, personal 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. (40%)
- Directs and coordinates with the appraisal staff to compile, organize and maintain appraisal data, including data collection of property sales, income data, sales verification, agricultural production and expense data, update county sales maps, collection of construction cost data, computer sales reports, and other appraisal data collection necessary to complete valuations of residential, commercial, industrial, agricultural, natural resources, townhouses, mobile homes and personal property. (30%)
- Performs physical inspections of properties within the County due to new construction, demolition, historic property, property owner complaints, or other conditions, which may require inspection. Coordinates, supervises, directs and organizes the daily operations of the appraisal staff in all aspects of appraisal in compliance with the statutory guidelines of the State of Colorado and State Audit procedures. (18%)
- 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. (3%)
- Coordinates and maintains state audit appraisal files, provides technical information, data and documentation to property owners or their agents regarding valuation of individual properties. (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%)
- Attends and successfully completes continuing education appraisal classes, maintains a Certified Residential License and keeps up on changes to appraisal (CAMA) system. (1%)

Additional Job Duties: (2%)

- Performs other duties as assigned by the County Assessor and any duties needed to stabilize an emergency situation.

Qualifications:

- Education: High school graduate or equivalent.
- Working knowledge of computer appraisal system (CAMA).
- 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 principals 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 with minimum direction.
 - (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 and personal 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.
- Must possess strong organizational leadership abilities and demonstrate skill in administration.
- Must possess mathematical skills to handle required calculations for property appraisals.

- Must be energetic, a team player, self-starter and very people oriented.
- Must pass background check, including traffic and criminal.

Certifications:

- Must be a Colorado licensed Ad Valorem Mass Appraiser; Colorado licensed appraiser preferred.
- 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 administration 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:

- Three years experience in the various areas of real estate appraisal and assessment.
- Previous supervisory experience preferred.

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

Employee

Date

Supervisor

Date