

ASSESSOR I

NATURE AND VARIETY OF WORK

This is entry level professional real estate appraisal work for taxation purposes. Initial assignments are performed under the immediate supervision of an Assessor IV who closely checks results of land and building measurements, construction classification, and similar tasks. As experience is gained, an employee performs tasks with more independence, working toward eligibility for participation in promotional examinations for Assessor II.

The basic purpose of this trainee position is to develop the incumbent for the position of Assessor II. Promotion to Assessor II will be effected as soon as the employee has completed training and has passed the promotional examination. Failure to qualify for Assessor II within one year may be considered unsatisfactory performance and cause for removal from the service.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Under immediate supervision, examines plats, maps, and aerial photos to locate property.

Visits property to verify or obtain information and to ascertain the quality of workmanship and materials preparatory to determining value of real estate.

Under immediate supervision, studies building plans and specifications to obtain information regarding size, type of construction and other factors which affect property value.

Assists appraisers in measuring property and inspecting and classifying construction, size, shape and style of buildings for valuation purposes.

Interviews taxpayers to obtain clearly defined information pertaining to the condition and value of property.

Makes simple valuation computations and posts results to property assessment cards and related records; performs clerical tasks related to the assessment work.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Ability to learn rapidly and in a manner useful to work assignments, the State and local laws, regulations, rules and procedures involved in real estate valuation.

Ability to learn effective reading of building construction plans and specifications.

Ability to establish and maintain good working relationships with other employees and the public.

Ability to exercise mature judgment and tact in dealing with citizens.

Must be in good physical condition.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business and/or public administration, accounting, economics or a related field. To advance to the Assessor II level, the Appraiser Trainee must demonstrate proficiency at the I level by the successful completion of a promotional examination.

CREATED: 8/87

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