

## ASSESSOR II

### NATURE AND VARIETY OF WORK

This is professional journey level real estate valuation work for taxation purposes. At this level an appraiser should have completed the training period and begun to perform real estate valuation tasks under general supervision, although all work is reviewed by a superior upon completion for adherence to department standards and procedures. Work of this class includes responsibility for utilizing all methods and procedural routines of the assessments office. Assessor II's analyze land and building cost factors and make appraisals in cases where difficult situations are not likely to arise.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

In the office, examines and analyzes a wide variety of source documents and information (plats, maps, aerial photos, market data, construction costs, recent sales) to establish equitable assessments. Maintains office records and data.

In the field, inspects property to gather first hand information and data required for appraisals; uses a variety of procedural and technical methods to arrive at a fair assessment figure.

Confers with property owners to review and explain the basis for an assessment; testifies at hearings and other legal bodies concerning assessment cases; assists in training and supervising new appraisers.

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

Working knowledge of building construction practices and building land values, principally relating to residential valuation.

Working knowledge of state and local laws, regulations, rules and procedures involved in land and property valuation.

Working knowledge of the “tools of the trade”, i.e., assessment record systems an evaluation computational forms, manuals and methods.

Ability to read and understand building construction plans and specifications for residential and similar buildings.

Ability to establish and maintain productive work relationships with other County employees and the public.

Ability to use sound judgment in making technical and public relations decisions.

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, and one year of experience at the Assessor I trainee level.

CREATED: 8/87

REVISED: CB-15-1988