

## ASSESSOR III

### NATURE AND VARIETY OF WORK

This is professional senior level real estate appraisal work for taxation purposes. Responsibilities include appraisal of residential, commercial and industrial land, buildings, and other improvements. Incumbent utilizes a good working knowledge of appraisal methods and practices, typically gained through formal training as an Assessor trainee and on-the-job experience as an Assessor II. Work is performed in the office and field under the direction of an Assessor IV, who reviews computations and reports for accuracy and quantity of production.

### 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 different procedural 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 assessors.

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 of building and land values relating to appraisal of residential, commercial and industrial properties.

Working knowledge of State and local laws, regulations, rules, and practices, involved in land and property valuation for taxation purposes.

Working knowledge of the "tools of the trade", i.e., assessment record systems and valuation computational forms, manuals, and methods.

Ability to read and understand building construction plans and specifications for residential, commercial and industrial properties.

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 tact and mature judgment 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 II level or two years of equivalent experience in the areas of appraisal work, property development and engineering.

CREATED: 8/87

REVISED: CB-15-1988