



## NOTICE OF EMPLOYMENT

**POSITION:** APPRAISER  
CERTIFIED RESIDENTIAL/ CERTIFIED GENERAL APPRAISER PREFERRED, BUT WILL CONSIDER APPRAISER TRAINEE OR LICENSED APPRAISER

**DEPARTMENT:** ASSESSOR

**DIVISION:** REAL PROPERTY

**OPEN DATE:** NOVEMBER 20, 2018

**CLOSE DATE:** DECEMBER 21, 2018

**SALARY RANGE:** SALARY TO BE DETERMINED BY CREDENTIALS AND EXPERIENCE

**EMPLOYMENT STATUS:** FULL-TIME CAREER SERVICE/BENEFITS ELIGIBLE/NON-EXEMPT POSITION

### JOB SUMMARY

Performs a variety of complex technical duties encompassing the complete valuation process from discovery to defense of value. Duties to include inspection, classification, appraisal and valuation of countywide real property for ad valorem purposes, using industry accepted methods, while observing the highest standards of professional ethics. Work is performed in field. Field visits may be over a wide variety of building, construction, outdoor terrain and during varied weather conditions. This position requires the ability to climb, walk, sit, kneel and bend in varied, outdoor terrain to access properties, collect data and perform essential duties.

### MINIMUM QUALIFICATIONS

Associate degree or higher from an accredited university *and* have one (1) year of experience in Real Estate, Construction, Finance or Appraisal related fields *or* an equivalent combination of education and experience. Applicants must also possess a valid Utah Driver License in order to operate assigned vehicle used to assess properties throughout Iron County and in performing other appraisal activities.

### SPECIAL QUALIFICATIONS

**If not already completed,** must be willing and able to obtain Appraiser Trainee designation with the Utah State Department of Commerce, Division of Real Estate within 12 months of hire; designation as a Licensed Appraiser within 30 months of hire; designation as a Certified Residential Appraiser within 42 months of hire. Must maintain ongoing certification through completion of bi-annual, State-approved continuing education and other requirements.

**Considerable knowledge of** terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property; computer assisted property appraisal; State of Utah property tax policy; Farmland Assessment Act; valuation appeals processes related to board of equalization and court proceedings; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; technical report writing; physical attributes of Iron County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills.

**Working knowledge of** statistics, computer modeling, blue print reading; drafting principles and terminology; county geography; basic principles of supervision.

**Ability to** analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales/assessment ratio studies; visually observe the details of property and arrive at an accurate and equitable appraisal; apply appropriate methods of valuation; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment

*This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Please see full job description for a more detailed list of duties. Iron County is a drug-free workplace. Successful applicants for positions in the County must successfully pass a drug screen. Successful applicants for this position are also required to pass a background screening.*

### APPLICATION FORMS ARE AVAILABLE AT [www.ironcounty.net](http://www.ironcounty.net)

Prior to submitting an application please read the directions provided with the Application form found on Iron County's website. Applications must be received on or before the closing date by 5:00p.m. MST

IRON COUNTY EMPLOYMENT APPLICATION MUST BE SUBMITTED TO:

Iron County Human Resource Office  
82 North 100 East Suite 204  
Cedar City, UT 84720

Or by email to: [jobs@ironcounty.net](mailto:jobs@ironcounty.net)

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



# IRON COUNTY

## Position Description

<b>Title:</b>	Certified General Appraiser III	<b>Level:</b>	11.53
<b>Division:</b>	Real Property	<b>Effective Date:</b>	02/2013
<b>Department:</b>	Assessor	<b>Last Revised:</b>	02/2013

### GENERAL PURPOSE

Performs a variety of **advanced level complex technical duties** encompassing the complete valuation process from discovery to defense of value; performs inspection, classification, appraisal and valuation of countywide real properties for Ad Valorem purposes using industry accepted methods, while observing the highest standards of professional ethics.

### SUPERVISION RECEIVED

Works under the general supervision of the Appraisal Team Leader and/or Chief Appraiser.

### SUPERVISION EXERCISED

May provide direct to general supervision to Appraisal Apprentice and other department appraisers by assignment or on a project-by-project basis.

### ESSENTIAL FUNCTIONS

Performs the inspection, classification, valuation and appraisal of all types of real property including residential, vacant, unimproved and agricultural and commercial and industrial properties; completes computer input of data and processing of documentation as needed to create county assessment roll; may attend equalization hearings or offer testimony in court as needed.

Determines valuations of varied types of real property; compiles and maintains catalogues of valuations; performs sales/assessment ratio studies; derives replacement costs of structures by entry and computation and by itemization and valuation of component parts; ascertains significant variation from standards; develops computerized cost standards, utilizes computer models programmed with building characteristics to develop cost approach to value; inspects and appraises a wide variety of property, i.e., residential, raw land, farms, barns, out buildings, etc.; makes appraisal decisions for complex property.

Participates in ongoing equalization and appraisal efforts of residential and rural properties; surveys county building activity for new construction or improvements assessing quality, condition and functional design.

Records appraisal information on standardized report forms in order to determine Ad Valorem value of property; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value; reviews appraisal decision for appraisal consistency to assure equity between property owners; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards.

Travels through designated areas being alert to new construction and land development; researches building permits records, sales and leases, plat and tax rolls; locates new property developments, contacts property owners to arrange for appraisals; utilizes county CAMA system, document storage and digital imagery; USPAP approved appraisal methodology.

Coordinates with County GIS staff, monitors segregations and combinations of properties; collects, evaluates and prepares sales for local sales ratio study; monitors MLS information; evaluates computerized appraisals to verify accuracy; monitors computer data and programs related to property valuation and appraisal.

May assist in conducting "greenbelt" valuations in compliance with the Farmland Assessment Act; locates and analyzes changes in land use and makes appropriate adjustments in property appraisals; applies market, cost or income approach to determine property values; computes rollback taxes and issues rollback tax notice to property owners.

Responds to questions from property owners related to the evaluation and assessment of property; enters property values as needed; recalculates market values when current sales prove a need for updating files; estimates taxes on uncompleted buildings.

Assists in processing residential exemption applications and home owner questionnaires; receives and logs building permit information and schedules appraisal of property; rotates as "appraiser on duty" (AOD) and provides technical assistance to the general public.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Must hold a Bachelor's degree, or higher, from an accredited college or university.

AND

B. Four (4) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of** terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property (income approach); computer assisted property appraisal; State of Utah property tax policy; Farmland Assessment Act; taxation appeals processes related to board of equalization and court proceedings; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; technical report writing; physical attributes of Iron County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills. **Considerable knowledge of** statistics, computer modeling, blue print reading; drafting principles and terminology; county geography; basic principles of supervision.

**Skill in** operating a variety of tools and equipment, i.e., digital cameras, drafting instruments; measuring devices; video equipment, etc.

**Ability to** analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales/assessment ratio studies; visually observe the details of property and arrive at an accurate and equitable appraisal; apply appropriate methods of valuation; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, drafting instruments, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions; interpret, develop and analyze cost manual used in appraisal of property.

3. Special Qualifications:

Must possess designation as a Certified General Appraiser by the Utah State Department of Commerce, Division of Real Estate. Must maintain certification through completion of bi-annual, state approved continuing education. Must obtain designation as an Ad Valorem General Appraiser by the Utah State Tax Commission within six (6) months of attaining the position.

Must possess a valid Utah driver's license.

Incumbent shall: be of good moral character; demonstrate honesty, competency, integrity, and truthfulness; conduct their professional duties and activities in a manner that reflects credit upon themselves, their profession, and the organization; perform and practice in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

# Iron County Position Description

<b>Title:</b>	Certified Residential Appraiser II	<b>Level:</b>	11.00
<b>Division:</b>	Real Property	<b>Effective Date:</b>	02/2013
<b>Department:</b>	Assessor	<b>Last Revised:</b>	02/2013

## GENERAL PURPOSE

Performs a variety of **full performance level complex technical duties** encompassing the complete valuation process from discovery to defense of value; performs inspection, classification, appraisal and valuation of countywide real property for ad valorem purposes, using industry accepted methods, while observing the highest standards of professional ethics.

## SUPERVISION RECEIVED

Works under the general supervision of the Appraisal Team Leader and/or Chief Appraiser.

## SUPERVISION EXERCISED

May provide direct to general supervision to Appraisal Apprentice and other department appraisers by assignment or on a project-by-project basis.

## ESSENTIAL FUNCTIONS

Performs the inspection, classification, valuation and appraisal of real property including residential, vacant, unimproved and agricultural properties; completes computer input of data and processing of documentation as needed to create county assessment roll; may attend equalization hearings or offer testimony in court as needed.

Determines valuations of varied types of real property; compiles and maintains catalogues of valuations; performs sales/assessment ratio studies; derives replacement costs of structures by entry and computation and by itemization and valuation of component parts; ascertains significant variation from standards; develops computerized cost standards, utilizes computer models programmed with building characteristics to develop cost approach to value; inspects and appraises a wide variety of property, i.e., residential, raw land, farms, barns, out buildings, etc.; makes appraisal decisions for complex property.

Participates in ongoing equalization and appraisal efforts of residential and rural properties; surveys county building activity for new construction or improvements assessing quality, condition and functional design.

Records appraisal information on standardized report forms in order to determine ad valorem value of property; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value; reviews appraisal decision for appraisal consistency to assure equity between property owners; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards.

Travels through designated areas being alert to new construction and land development; researches building permits records, sales and leases, plat and tax rolls; locates new property developments, contacts property owners to arrange for appraisals; utilizes county CAMA system, document storage and digital imagery; USPAP approved appraisal methodology.

Coordinates with County GIS staff, monitors segregations and combinations of properties; collects, evaluates and prepares sales for local sales ratio study; monitors MLS information; evaluates computerized appraisals to verify accuracy; monitors computer data and programs related to property valuation and appraisal.

May assist in conducting "greenbelt" valuations; locates and analyzes changes in land use and makes appropriate adjustments in property appraisals; applies market, cost or income approach to determine property values; computes rollback taxes and issues rollback tax notice to property owners.

Responds to questions from property owners related to the evaluation and assessment of property; enters property values as needed; recalculates market values when current sales prove a need for updating files.

Assists in processing residential exemption applications and home owner questionnaires; receives and logs building permit information and schedules appraisal of property; rotates as "appraiser on duty" (AOD) and provides technical assistance to the general public.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Must hold an Bachelor Degree, or higher, from a accredited college or university.

AND

B. Three (3) years of progressively responsible experience performing above or related duties.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge** of terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property (income approach); computer assisted property appraisal; State of Utah property tax policy; Farmland Assessment Act; valuation appeals processes related to board of equalization and court proceedings; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; technical report writing; physical attributes of Iron County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills. **Working knowledge** of statistics, computer modeling, blue print reading; drafting principles and terminology; county geography; basic principles of supervision.

**Skill in** operating a variety of tools and equipment, i.e., digital cameras, drafting instruments; measuring devises; video equipment, etc.

**Ability to** analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales/assessment ratio studies; visually observe the details of property and arrive at a accurate and equitable appraisal; apply appropriate methods of valuation; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, drafting instruments, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions; interpret, develop and analyze cost manual used in appraisal of property.

3. Special Qualifications:

Must possess designation as a Certified Residential Appraiser by the Utah State Department of Commerce, Division of Real Estate. Must maintain certification through completion of bi-annual, State approved continuing education. Must obtain designation as an Ad Valorem Appraiser by the Utah State Tax Commission within 6 months of attaining the position. Must possess a valid Utah driver license.

Incumbent shall: be of good moral character; demonstrate honesty, competency, integrity, and truthfulness; conduct their professional duties and activities in a manner that reflects credit upon themselves, their profession, and the organization; perform and practice in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)

# Iron County Position Description

<b>Title:</b>	Licensed Appraiser I	<b>Level:</b> 9.26
<b>Division:</b>	Real Property	<b>Effective Date:</b>
<b>Department:</b>	Assessor	<b>Last Revised:</b> 2/2013

## GENERAL PURPOSE

Performs a variety of **working level non-complex technical duties** encompassing the complete valuation process from discovery to defense of value; performs inspection, classification, appraisal and valuation of countywide real properties for ad valorem purposes, using industry accepted methods, while observing the highest standards of professional ethics.

## SUPERVISION RECEIVED

Works under the general supervision of the Appraisal Team Leader, and/or Chief Appraiser.

## SUPERVISION EXERCISED

None.

## ESSENTIAL FUNCTIONS

Performs the inspection, classification, valuation and appraisal of real property including residential, vacant and unimproved land; completes computer input of data and processing of documentation as needed to create county assessment roll; may attend equalization hearings or offer testimony in court as needed.

Determines valuations of varied types of real property; compiles and maintains catalogues of valuations; performs sales/assessment ratio studies; derives replacement costs of structures by entry and computation and by itemization and valuation of component parts; ascertains significant variation from standards; develops computerized cost standards, utilizes computer models programmed with property characteristics to develop cost approach to value; inspects and appraises a wide variety of property, i.e., residential, raw land, farms, barns, out buildings, etc.; makes appraisal decisions for non-complex property.

Participates in ongoing equalization and appraisal efforts of residential and rural properties; surveys county building activity for new construction or improvements, assessing quality, condition and functional design.

Records appraisal information on standardized report forms in order to determine Ad Valorem value of property; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value; reviews appraisal decision for appraisal consistency to assure equity between property owners; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; analyzes appraisals and ascertains significant variations from standards.

Travels through designated areas being alert to new construction and land development; researches building permits records, sales and leases, plat and assessment rolls; locates new property developments, contacts property owners to arrange for appraisals; utilizes county CAMA system, document management, digital imagery, USPAP approved appraisal methodology.

Coordinates with County GIS staff, monitors segregations and combinations of properties; collects, evaluates and prepares sales for local sales ratio study; monitors MLS information; evaluates computerized appraisals to verify accuracy; monitors computer data and programs related to property valuation and appraisal.

May assist in conducting "greenbelt" valuations; locates and analyzes changes in land use and makes appropriate adjustments in property appraisals; applies market, cost or income approach to determine property values; computes rollback tax and issues rollback tax notice to property owners.

Responds to questions from property owners related to the valuation and assessment of property; enters property values as needed; recalculates market values when current sales prove a need for updating files.

Assists in processing residential exemption applications and home owner questionnaires; receives and logs building permit information and schedules appraisal of property; rotates as "appraiser on duty" (AOD) and provides technical assistance to the general public.



Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Must hold an Associate degree, or higher, from an accredited college or university.

AND

B. Two (2) years of experience in Real Estate, Construction, Finance, or Appraisal related fields.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property (income approach); computer assisted property appraisal; State of Utah property tax policy; Farmland Assessment Act; valuation appeals processes related to board of equalization and court proceedings; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; technical report writing; physical attributes of Iron County; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills. **Some knowledge of** statistics, computer modeling, blue print reading; drafting principles and terminology; county geography; basic principles of supervision.

**Skill in** operating a variety of tools and equipment, i.e., digital cameras, drafting instruments; measuring devices; video equipment, etc.

**Ability to** analyze and interpret valid sales activity within the property market and to translate findings into meaningful functional sales/assessment ratio studies; visually observe the details of property and arrive at an accurate and equitable appraisal; apply appropriate methods of valuation; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, drafting instruments, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions; interpret, develop and analyze cost manual used in appraisal of property.

3. Special Qualifications:

Must possess designation as a licensed real estate appraiser by the Utah State Department of Commerce, Division of Real Estate. Must maintain license through completion of bi-annual, State approved continuing education. Must obtain designation as an Ad Valorem Residential Appraiser by the Utah State Tax Commission within 6 months of attaining the position. Must obtain designation as a State-Certified Residential Appraiser within 12 months of attaining the position. Must possess a valid Utah driver license.

Incumbent shall: be of good moral character; demonstrate honesty, competency, integrity, and truthfulness; conduct their professional duties and activities in a manner that reflects credit upon themselves, their profession, and the organization; perform and practice in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)

# IRON COUNTY

## Position Description

<b>Title:</b>	Appraisal Trainee	<b>Level:</b>	6.64
<b>Division:</b>	Real Property	<b>Effective Date:</b>	
<b>Department:</b>	Assessor	<b>Last Revised:</b>	4/2017

### GENERAL PURPOSE

Perform entry level technical duties related to the appraisal of real property for ad valorem purposes using industry-accepted methods for determining value, while observing the highest standards of professional ethics.

### SUPERVISION RECEIVED

Works under the direct supervision of the Appraisal Team Leader, and/or Chief Appraiser.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Participates in property inspections, measuring or assisting in the measurement of properties, performs appraisal-related calculations, participates in the selection of comparables for an appraisal assignment, making adjustments to comparables, and drafting or assisting in the drafting of an appraisal report. Assists in the valuation and appraisal of non-complex real property including residential units, vacant, and improved land. Completes computer input of data and processing of documentation as needed to create county assessment roll; may attend equalization hearings.

Compiles and maintains catalogues of valuations; performs sales ratio studies; participates in deriving replacement costs of structures by entry and computation and by itemization and valuation of component parts; utilizes computer models programmed with building characteristics to assist in developing cost approaches to value; inspects a wide variety of property, i.e., residential, raw land, farms, barns, out buildings, etc.

Participates in ongoing equalization and appraisal efforts; surveys county building activity for new construction or improvements, assessing quality, condition and functional design.

Records appraisal information on standardized report forms; maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value; reviews equity between property owners; interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design.

Travels through designated areas being alert to new construction and land development; researches building permits, records, sales and leases, plat and assessment rolls; locates new property developments, contacts property owners to arrange for inspections; utilizes county CAMA system, document management and digital imagery.

Coordinates with County GIS staff, monitors segregations and combinations of properties; collects, evaluates and prepares sales for local sales ratio study; monitors MLS information; monitors computer data and programs related to property valuation and appraisal.

May assist in conducting "greenbelt" valuations; locates and analyzes changes in land use and assists in determining appropriate adjustments in property appraisals; assists in applying market, cost or income approach to determine property values; computes rollback taxes and issues new tax billings to property owners.

Assists in processing residential exemption applications and home owner questionnaires; receives and logs building permit information and schedules appraisal of property; rotates as "appraiser on duty" (AOD) and Responds to questions from property owners related to the valuation and assessment of property.

Performs related duties as required.

MINIMUM QUALIFICATIONS

## 1. Education and Experience:

A. Must hold an Associate degree, or higher, from an accredited college or university.

AND

B. One (1) year of experience In Real Estate, Construction, Finance, Appraisal, or related field.

OR

C. An equivalent combination of education and experience.

## 2. Required Knowledge, Skills, and Abilities:

**Some understanding of** terminology unique to the appraisal field; current principles, procedures, techniques and approaches to value used in the appraisal of real property; county geography; computer assisted property appraisal, State of Utah property tax policy; public relations and interviewing methods; inter-relationship with other county offices; material quality and cost of construction; appraisal methodologies related to market, cost and income; methods of land appraisal including the terrain, capacity of soil, and comparable value; sales ratio studies and coefficient of dispersion; interpersonal communication skills; blue print reading; drafting principles and terminology.

**Ability to** visually observe the details of property; make mathematical calculations in determining percentages, volumes, areas, acreage, etc.; interpret cost manuals used in the appraisal of property and apply appropriate methods of valuation; make judgment decisions in the appraisal process; read legal descriptions, deeds, plat books, maps, and blue prints; operate a variety of tools and equipment i.e. calculator, computer, typewriter, camera, drafting instruments, measuring devices, etc.; communicate effectively verbally and in writing; develop and maintain effective working relationship with the public, fellow employees, and supervisors; follow written and verbal instructions.

## 3. Special Qualifications:

Incumbent must obtain Appraiser Trainee designation with the Utah State Department of Commerce Division of Real Estate within 6 months of attaining the position; designation as a Licensed Appraiser within 30 months of attaining the position; designation as a Certified Residential appraiser within 42 months of attaining the position. Must maintain registration or licensing through completion of bi-annual State approved continuing education. Must possess a valid Utah driver license.

Iron County has a policy of requiring reimbursement of hard costs associated with licensing for new employees. If you leave employment for any reason within a specific time fraim, and Iron County has paid all associated costs for you to become a licensed appraiser. You must reimburse Iron County the associated licensing costs.

Incumbent must authorize the Division of Real Estate to obtain his/her fingerprints and to review past and present employment and education records, and to conduct a criminal history background check in order to ascertain any and all information which may be pertinent to licensure qualifications.

Incumbent shall: be of good moral character; demonstrate honesty, competency, integrity, and truthfulness; conduct their professional duties and activities in a manner that reflects credit upon themselves, their profession, and the organization; perform and practice in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

## 4. Work Environment:

Tasks require variety of physical activities, periodically involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing essential to performance of essential duties. Periodic exposure to outside weather conditions and occasionally uncooperative land owners. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel required in course of performing portions of job functions.

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)