NOTICE OF EMPLOYMENT

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

DEPARTMENT: ASSESSOR

DIVISION: REAL PROPERTY

OPEN DATE: NOVEMBER 5, 2019

CLOSE DATE: NOVEMBER 26, 2019

SALARY RANGE: SALARY TO BE DETERMINED BY CREDENTIALS AND EXPERIENCE (Certified, Licensed or Trainee)

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
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

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
GENERAL PURPOSE

Perform a variety of advanced level and complex technical duties encompassing the complete valuation process of Iron County real properties for ad valorem purposes from discovery to defense of value, including inspections, classification, and appraisal using industry-accepted methods while observing the highest standards of professional ethics.

SUPERVISION RECEIVED

Works under the guidance and direction of the County Assessor and/or Chief Deputy 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, agricultural, 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; 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 building, 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; ESPAP 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 homeowner 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 other duties as assigned or needed.

EDUCATION AND EXPERIENCE

Must possess Bachelor’s Degree (or higher) from an accredited college or university with four (4) or more years of related experience (appraisal, real estate, construction, finance or other related field) or an equivalent combination of education, certification and/or experience.

1. Knowledge, Skills, and Abilities:

- Knowledge of terminology unique to the appraisal field.
- Knowledge of current methodologies, principles, procedures, techniques and approaches to value used in the appraisal of real property.
- Knowledge of computer-assisted property appraisal.
- Knowledge of State of Utah property tax policy.
- Knowledge of the Farmland Assessment Act.
- Knowledge of valuation appeals processes related to board of equalization and court proceedings.
- Knowledge of Iron County physical attributes, geography, layout, travel, etc.
- Knowledge of methods of land appraisal, including the terrain, capacity of soil, and comparable value.
- Knowledge of sales ratio studies and coefficient of dispersion.
- Knowledge of modern office practices and procedures.
- Knowledge of construction materials and cost of construction.
- Knowledge of statistics and mathematical calculations to determine percentages, volumes, areas, acreage, etc.
- Knowledge of drafting principles and terminology.
- Skilled in effective supervisory techniques.
- Skilled in interpersonal communication, public relations and interviewing methods.
- Skilled in technical report writing.
- Skilled in word processing, data entry, and spreadsheet operations.
- Skilled in operating office machines, tools and equipment (i.e. digital cameras, drafting instruments, measuring devices, video equipment, etc.).
- Skilled in managing stress and meeting deadlines.
- Skilled in exercising initiative, independent judgment and resourcefulness in varying conditions.
- Ability to analyze and interpret valid sales activity within the property market in order to translate findings into meaningful functional sales/assessment ratios studies.
- Ability to visually observe the details of property in order to arrive at an accurate and equitable appraisal.
- Ability to interpret cost manuals used in the appraisal of property in order to apply appropriate methods of valuation.
• Ability to read and interpret legal descriptions, deeds, plat books, maps and blue prints.
• Ability to make judgment decisions in the appraisal process.
• Ability to follow directions given both verbally and in writing.
• Ability to prioritize and organize responsibilities.
• Ability to maintain cooperative working relationships.
• Ability to maintain accuracy and attention to detail in work assignments.
• Ability to work unsupervised and accept responsibility for actions.
• Ability to communicate effectively and courteously with the public, sometimes under adverse and/or stressful conditions.
• Ability to distill relevant and useful elements from vast amounts of information.
• Ability to understand and follow broad objectives and instructions.
• Ability to read, comprehend and apply rules, regulations and procedures.
• Ability to maintain confidentiality while working with sensitive information.

2. Licensing, Certifications and Other Requirements:

• Must possess and maintain valid Utah Driver’s License.
• Must maintain compliance of Iron County vehicle policy – including maintaining an acceptable driving record.
• Must be able to pass a criminal background check, including the authorization for the Division of Real Estate to obtain fingerprints along with the review of past and present employment and education records.
• Must be able to pass a pre-employment drug screen and maintain compliance of Iron County drug and alcohol policies and guidelines.
• Must possess designation as Licensed Certified General Appraiser with the Utah State Department of Commerce Division of Real Estate.
• Must obtain designation as an Ad Valorem Appraiser with the Utah State Tax Commission within one (1) year of attaining the position.
• Must maintain registration or licensing through the completion of bi-annual State approved continuing education.
• Incumbent is required to be of good moral character, demonstrate honesty, competency, integrity and truthfulness, conduct professional duties and activities in a manner that reflects credit upon themselves, the profession and Iron County, while performing and practicing in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

3. Physical Demands:

Regularly walk, stand, stoop, bend, reach and lift objects weighing up to 25 pounds; Regularly use office equipment requiring high degree of dexterity; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Occasionally ascend and descend ladders, scaffolding, ramps and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run (move quickly) on narrow slippery, or erratically moving surfaces, sometimes for extended periods of time; Talking, hearing and seeing (including distinguishing between shades of color and being able to communicate via telephone) are essential in order to perform the required duties; Regularly drive a county vehicle during the course of work duties; Work for sustained periods of time maintaining concentrated attention to detail; Mental application utilizes memory for details, emotional stability and discriminating thinking.

Accommodation(s) may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

4. Work Environment:

Employee will mostly work in a comfortable indoor office setting, but occasionally will work in non-environmentally controlled outdoor environments. Work will sometimes be performed for sustained periods in hot, cold or inclement weather; Work occasionally performed around very noisy equipment; Work may expose employee to conditions such as fumes, noxious odors, dust,
mists, gases and poor ventilation; Work may expose employee to possible bodily injury from moving mechanical parts of equipment, tools or machinery, as well as unknown and dangerous conditions; Work may expose employee to uncooperative or combative land or property owners; Work may require the occasional use of protective devices and equipment, such as masks, goggles, gloves, hearing protection, etc.

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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.

(Please Print Name)

________________________________________

(Employee Signature)

________________________________________

(Today's Date)
Title: Certified Residential Appraiser  
Effective Date: 02/01/2013  
Department: Assessor  
Last Revised: 09/10/2019  
FLSA: Non-Exempt  
Pay Level: 21.32

GENERAL PURPOSE

Performs a variety of duties encompassing the complete valuation process of Iron County real properties for ad valorem purposes from discovery to defense of value, including inspections, classification, and appraisal using industry-accepted methods while observing the highest standards of professional ethics.

SUPERVISION RECEIVED

Works under the guidance and direction of the County Assessor and Chief Deputy Assessor, with direct supervision from assigned Appraisal Team Leader.

SUPERVISION EXERCISED

May provide general supervision to an Apprentice Appraiser or other appraisers when directed by County Assessor and/or Chief Deputy Assessor.

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; inspect 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; recalculate 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 Responds to questions from property owners related to the valuation and assessment of property.

Performs other duties as assigned or needed.

**EDUCATION AND EXPERIENCE**

Must possess Bachelor’s Degree (or higher) from an accredited college or university with three (3) or more years of related experience (appraisal, real estate, construction, finance or other related field) or an equivalent combination of education and/or experience.

1. **Knowledge, Skills, and Abilities:**

   - Knowledge of terminology unique to the appraisal field.
   - Knowledge of current methodologies, principles, procedures, techniques and approaches to value used in the appraisal of real property.
   - Knowledge of computer-assisted property appraisal.
   - Knowledge of State of Utah property tax policy.
   - Knowledge of the Farmland Assessment Act.
   - Knowledge of valuation appeals processes related to board of equalization and court proceedings.
   - Knowledge of Iron County physical attributes, geography, layout, travel, etc.
   - Knowledge of methods of land appraisal, including the terrain, capacity of soil, and comparable value.
   - Knowledge of sales ratio studies and coefficient of dispersion.
   - Knowledge of modern office practices and procedures.
   - Knowledge of construction materials and cost of construction.
   - Knowledge of statistics and mathematical calculations to determine percentages, volumes, areas, acreage, etc.
   - Knowledge of drafting principles and terminology.
   - Skilled in interpersonal communication, public relations and interviewing methods.
   - Skilled in technical report writing.
   - Skilled in word processing, data entry, and spreadsheet operations.
   - Skilled in operating office machines, tools and equipment (i.e. digital cameras, drafting instruments, measuring devices, video equipment, etc.).
   - Skilled in managing stress and meeting deadlines.
   - Skilled in exercising initiative, independent judgment and resourcefulness in varying conditions.
• Ability to analyze and interpret valid sales activity within the property market in order to translate findings into meaningful functional sales/assessment ratios studies.
• Ability to visually observe the details of property in order to arrive at an accurate and equitable appraisal.
• Ability to interpret cost manuals used in the appraisal of property in order to apply appropriate methods of valuation.
• Ability to read and interpret legal descriptions, deeds, plat books, maps and blue prints.
• Ability to make judgment decisions in the appraisal process.
• Ability to follow directions given both verbally and in writing.
• Ability to prioritize and organize responsibilities.
• Ability to maintain cooperative working relationships.
• Ability to maintain accuracy and attention to detail in work assignments.
• Ability to work unsupervised and accept responsibility for actions.
• Ability to communicate effectively and courteously with the public, sometimes under adverse and/or stressful conditions.
• Ability to distill relevant and useful elements from vast amounts of information.
• Ability to understand and follow broad objectives and instructions.
• Ability to read, comprehend and apply rules, regulations and procedures.
• Ability to maintain confidentiality while working with sensitive information.

2. Licensing, Certifications and Other Requirements:

• Must possess and maintain valid Utah Driver’s License.
• Must maintain compliance of Iron County vehicle policy – including maintaining an acceptable driving record.
• Must be able to pass a criminal background check, including the authorization for the Division of Real Estate to obtain fingerprints along with the review of past and present employment and education records.
• Must be able to pass a pre-employment drug screen and maintain compliance of Iron County drug and alcohol policies and guidelines.
• Must possess designation as Certified Residential Appraiser with the Utah State Department of Commerce Division of Real Estate.
• Must obtain designation as an Ad Valorem Appraiser with the Utah State Tax Commission within 6 months of attaining the position.
• Must maintain registration or licensing through the completion of bi-annual State approved continuing education.
• Incumbent is required to be of good moral character, demonstrate honesty, competency, integrity and truthfulness, conduct professional duties and activities in a manner that reflects credit upon themselves, the profession and Iron County, while performing and practicing in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

3. Physical Demands:

Regularly walk, stand, stoop, bend, reach and lift objects weighing up to 25 pounds; Regularly use office equipment requiring high degree of dexterity; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Occasionally ascend and descend ladders, scaffolding, ramps and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run (move quickly) on narrow slippery, or erratically moving surfaces, sometimes for extended periods of time; Talking, hearing and seeing (including distinguishing between shades of color and being able to communicate via telephone) are essential in order to perform the required duties; Regularly drive a county vehicle during the course of work duties; Work for sustained periods of time maintaining concentrated attention to detail; Mental application utilizes memory for details, emotional stability and discriminating thinking.
Accommodation(s) may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

4. Work Environment:

Work may be performed for sustained periods outdoors and frequently in hot, cold or inclement weather; Work occasionally performed around very noisy equipment; Work may expose employee to conditions such as fumes, noxious odors, dust, mists, gases and poor ventilation; Work may expose employee to possible bodily injury from moving mechanical parts of equipment, tools or machinery, as well as unknown and dangerous conditions; Work may expose employee to uncooperative or combative land or property owners; Work may require the occasional use of protective devices and equipment, such as masks, goggles, gloves, hearing protection, etc.

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.

______________________________
(Please Print Name)

______________________________
(Employee Signature)

______________________________
(Today's Date)
**IRON COUNTY**

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<th>Licensed Appraiser</th>
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**GENERAL PURPOSE**

Performs a variety of duties encompassing the complete valuation process of Iron County real properties for ad valorem purposes from discovery to defense of value, including inspections, classification, and appraisal using industry-accepted methods while observing the highest standards of professional ethics.

**SUPERVISION RECEIVED**

Works under the guidance and direction of the County Assessor and Chief Deputy Assessor, with direct supervision from assigned Appraisal Team Leader.

**SUPERVISION EXERCISED**

May provide general supervision to an Apprentice Appraiser or other appraisers when directed by County Assessor and/or Chief Deputy Assessor.

**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 Responds to questions from property owners related to the valuation and assessment of property.

Performs other duties as assigned or needed.

EDUCATION AND EXPERIENCE

Must possess Associate’s Degree (or higher) from an accredited college or university with two (2) or more years of related experience (appraisal, real estate, construction, finance or other related field) or an equivalent combination of education and/or experience.

1. Knowledge, Skills, and Abilities:

   - Knowledge of terminology unique to the appraisal field.
   - Knowledge of current methodologies, principles, procedures, techniques and approaches to value used in the appraisal of real property.
   - Knowledge of computer-assisted property appraisal.
   - Knowledge of State of Utah property tax policy.
   - Knowledge of the Farmland Assessment Act.
   - Knowledge of valuation appeals processes related to board of equalization and court proceedings.
   - Knowledge of Iron County physical attributes, geography, layout, travel, etc.
   - Knowledge of methods of land appraisal, including the terrain, capacity of soil, and comparable value.
   - Knowledge of sales ratio studies and coefficient of dispersion.
   - Knowledge of modern office practices and procedures.
   - Knowledge of construction materials and cost of construction.
   - Knowledge of statistics and mathematical calculations to determine percentages, volumes, areas, acreage, etc.
   - Knowledge of drafting principles and terminology.
   - Skilled in interpersonal communication, public relations and interviewing methods.
   - Skilled in technical report writing.
   - Skilled in word processing, data entry, and spreadsheet operations.
   - Skilled in operating office machines, tools and equipment (i.e. digital cameras, drafting instruments, measuring devices, video equipment, etc.).
   - Skilled in managing stress and meeting deadlines.
   - Skilled in exercising initiative, independent judgment and resourcefulness in varying conditions.
• Ability to analyze and interpret valid sales activity within the property market in order to translate findings into meaningful functional sales/assessment ratios studies.
• Ability to visually observe the details of property in order to arrive at an accurate and equitable appraisal.
• Ability to interpret cost manuals used in the appraisal of property in order to apply appropriate methods of valuation.
• Ability to read and interpret legal descriptions, deeds, plat books, maps and blue prints.
• Ability to make judgment decisions in the appraisal process.
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• Ability to maintain cooperative working relationships.
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• Ability to communicate effectively and courteously with the public, sometimes under adverse and/or stressful conditions.
• Ability to distill relevant and useful elements from vast amounts of information.
• Ability to understand and follow broad objectives and instructions.
• Ability to read, comprehend and apply rules, regulations and procedures.
• Ability to maintain confidentiality while working with sensitive information.

2. Licensing, Certifications and Other Requirements:

• Must possess and maintain valid Utah Driver’s License.
• Must maintain compliance of Iron County vehicle policy – including maintaining an acceptable driving record.
• Must be able to pass a criminal background check, including the authorization for the Division of Real Estate to obtain fingerprints along with the review of past and present employment and education records.
• Must be able to pass a pre-employment drug screen and maintain compliance of Iron County drug and alcohol policies and guidelines.
• Must possess designation as Licensed Appraiser with the Utah State Department of Commerce Division of Real Estate.
• Must obtain designation as an Ad Valorem Appraiser with the Utah State Tax Commission within 6 months of attaining the position.
• Must obtain designation as Certified Residential Appraiser within 12 months of attaining the position.
• Must maintain registration or licensing through the completion of bi-annual State approved continuing education.
• Incumbent is required to be of good moral character, demonstrate honesty, competency, integrity and truthfulness, conduct professional duties and activities in a manner that reflects credit upon themselves, the profession and Iron County, while performing and practicing in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

3. Physical Demands:

Regularly walk, stand, stoop, bend, reach and lift objects weighing up to 25 pounds; Regularly use office equipment requiring high degree of dexterity; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Occasionally ascend and descend ladders, scaffolding, ramps and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run (move quickly) on narrow slippery, or erratically moving surfaces, sometimes for extended periods of time; Talking, hearing and seeing (including distinguishing between shades of color and being able to communicate via telephone) are essential in order to perform the required duties; Regularly drive a county vehicle during the course of work duties; Work for sustained periods of time maintaining concentrated attention to detail; Mental application utilizes memory for details, emotional stability and discriminating thinking.
Accommodation(s) may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

4. Work Environment:

Work may be performed for sustained periods outdoors and frequently in hot, cold or inclement weather; Work occasionally performed around very noisy equipment; Work may expose employee to conditions such as fumes, noxious odors, dust, mists, gases and poor ventilation; Work may expose employee to possible bodily injury from moving mechanical parts of equipment, tools or machinery, as well as unknown and dangerous conditions; Work may expose employee to uncooperative or combative land or property owners; Work may require the occasional use of protective devices and equipment, such as masks, goggles, gloves, hearing protection, etc.

*****

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I ____________________________ have reviewed the above job description.

(Please Print Name)

____________________________

(Employee Signature)

____________________________

(Today's Date)
IRON COUNTY

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<th>Trainee Appraiser</th>
<th>Effective Date:</th>
<th>03/01/1990</th>
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<td>09/20/2019</td>
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GENERAL PURPOSE

Actively training to be able to assist in 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 guidance and direction of the County Assessor and Chief Deputy Assessor, with direct supervision from assigned Appraisal Team Leader and/or Training Appraiser.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Actively training to be able to participate 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. Actively training to be able to assist 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 assist in various assessor and/or appraisal processes.

Actively training to be able to compile and maintain catalogues of valuations; perform sales ratio studies; participate in deriving replacement costs of structures by entry and computation and by itemization and valuation of component parts; utilize computer models programmed with building characteristics to assist in developing cost approaches to value; inspect a wide variety of property, i.e., residential, raw land, farms, barns, out buildings, etc.

Actively training to be able to participate in ongoing equalization and appraisal efforts; surveying county building activity for new construction or improvements, assessing quality, condition and functional design.

Actively training to be able to record appraisal information on standardized report forms; maintain current files and records on property sales within the county in order to monitor trends on impending changes in property market value; review equity between property owners; interview people familiar with property, take measurements and make sketches of the same; inspect property for construction, condition, and functional design.

Actively training to be able to travel through designated areas being alert to new construction and land development; research building permits, records, sales and leases, plat and assessment rolls; locate new property developments, contact property owners to arrange for inspections; utilize county CAMA system, and document management and digital imagery.
Actively training to be able to coordinate with County GIS staff, monitor segregations and combinations of properties; collect, evaluate and prepare sales for local sales ratio study; monitor MLS information; monitor computer data and programs related to property valuation and appraisal.

Actively training to be able to assist in conducting “greenbelt” valuations; locating and analyzing changes in land use and assisting in determining appropriate adjustments in property appraisals; assisting in applying market, cost or income approach to determine property values; computing rollback taxes and issuing new tax billings to property owners.

Actively training to be able to assist in processing residential exemption applications and home owner questionnaires; receiving and logging building permit information and scheduling appraisal of property and responding to questions from property owners related to the valuation and assessment of property.

Performs other duties as assigned or needed.

EDUCATION AND EXPERIENCE

Must possess an Associate’s Degree (or higher) from an accredited college or university with one (1) or more years of related experience (appraisal, real estate, construction, finance or other related field) or an equivalent combination of education and/or experience.

1. Knowledge, Skills, and Abilities:

- Knowledge of Iron County geography, layout, travel, etc.
- Knowledge of modern office practices and procedures.
- Knowledge of (or ability to learn) basic construction materials and cost of construction.
- Knowledge of mathematical calculations to determine percentages, volumes, areas, acreage, etc.
- Skilled in interpersonal communication and public relations.
- Skilled in word processing, data entry, and spreadsheet operations.
- Skilled in operating office machines and equipment.
- Skilled in managing stress and meeting deadlines.
- Skilled in exercising initiative, independent judgment and resourcefulness in varying conditions.
- Ability to learn terminology unique to the appraisal field.
- Ability to learn current principles, procedures, techniques and approaches to value in the appraisal of real property.
- Ability to learn appraisal methodologies related to market, cost and income and land appraisal, including the terrain, capacity of soil and comparable value.
- Ability to learn the interpretation of sales ratio studies and coefficient of dispersion.
- Ability to learn computer-assisted property appraisal.
- Ability to learn State of Utah property tax policy.
- Ability to learn drafting principles and terminology.
- Ability to visually observe the details of property.
- Ability to interpret cost manuals used in the appraisal of property in order to apply appropriate methods of valuation.
- Ability to read and interpret legal descriptions, deeds, plat books, maps and blue prints.
- Ability to follow directions given both verbally and in writing.
- Ability to prioritize and organize responsibilities.
- Ability to maintain cooperative working relationships.
- Ability to maintain accuracy and attention to detail in work assignments.
- Ability to work unsupervised and accept responsibility for actions.
• Ability to communicate effectively and courteously with the public, sometimes under adverse and/or stressful conditions.
• Ability to distill relevant and useful elements from vast amounts of information.
• Ability to understand and follow broad objectives and instructions.
• Ability to read, comprehend and apply rules, regulations and procedures.
• Ability to maintain confidentiality while working with sensitive information.

2. Licensing, Certifications and Other Requirements:
• Must possess and maintain valid Utah Driver’s License.
• Must maintain compliance of Iron County vehicle policy – including maintaining an acceptable driving record.
• Must be able to pass a criminal background check, including the authorization for the Division of Real Estate to obtain fingerprints along with the review of past and present employment and education records.
• Must be able to pass a pre-employment drug screen and maintain compliance of Iron County drug and alcohol policies and guidelines.
• Must obtain Appraiser Trainee designation with the Utah State Department of Commerce Division of Real Estate within 12 months of attaining the position.
• Must obtain Licensed Appraiser designation with the Utah State Department of Commerce Division of Real Estate within 36 months of being hired and/or designation as a Certified Residential Appraiser within 48 months of being hired.
• Must maintain registration or licensing through the completion of bi-annual State approved continuing education.
• Incumbent is required to be of good moral character, demonstrate honesty, competency, integrity and truthfulness, conduct professional duties and activities in a manner that reflects credit upon themselves, the profession and Iron County, while performing and practicing in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

3. Physical Demands:

Regularly walk, stand, stoop, bend, reach and lift objects weighing up to 25 pounds; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds; Ascend and descend ladders, scaffolding, ramps and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run (move quickly) on narrow slippery, or erratically moving surfaces, sometimes for extended periods of time; Talking, hearing and seeing (including distinguishing between shades of color and being able to communicate via telephone) are essential in order to perform the required duties; Regularly drive a county vehicle during the course of work duties; Work for sustained periods of time maintaining concentrated attention to detail; Mental application utilizes memory for details, emotional stability and discriminating thinking.

Accommodation(s) may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

1. Work Environment:

Employee will work in comfortable indoor office setting and non-environmentally controlled outdoor environments. Work will often be performed for sustained periods in hot, cold or inclement weather; Work occasionally performed around very noisy equipment; Work may expose employee to conditions such as fumes, noxious odors, dust, mists, gases and poor ventilation; Work may expose employee to possible bodily injury from moving mechanical parts of equipment, tools or machinery, as well as unknown and dangerous conditions; Work may expose employee to uncooperative or combative land or property owners; Work may require the occasional use of protective devices and equipment, such as masks, goggles, gloves, hearing protection, etc.
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.

(Please Print Name)

____________________________
(Employee Signature)

____________________________
(Today’s Date)