



CLASS SPECIFICATION

Class Title: Appraiser Technician
Department: Assessor
FLSA: Non-exempt

Class Code: 2270
Grade: 12
Eff. Date: 01/01/1982
Revised: 03/25/2011

GENERAL PURPOSE

Under close supervision from the a designated supervisor, performs routine technical duties in calculating market and assessed values on property; assists with appraiser, data collector, and office functions as needed.

EXAMPLE OF DUTIES

Analyzes parcel information; draws perimeter sketches showing structures on property; compiles square footage figures and information on outside amenities; supports the land appraisal team with segregations; assists the Greenbelt Specialist in complying with state mandated FAA guidelines. Uses pictometry software to assist in other functions.

Assists with calculating and recording total market value and taxable value; posts values to computer.

May assist with conducting market research compiling preliminary data for the sales analyst developing sales ratios; interprets and applies trends to assist in formulating valuations; calculates statistics.

Assists appraisers during appeals and Board of Equalization in processing adjustments to values.

Responds to telephone inquiries; assists citizens seeking information; answers telephones at the front desk.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent, plus one (1) year of full-time related experience; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: real property and/or personal property tax assessment and property appraisal; department policies and procedures, and relevant laws, codes, and regulations; modern office



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practices and procedures.

Skill in: data entry and keyboarding as required by the position; typing operating all applicable computer hardware and applicable software programs; using common office equipment including a multi-line telephone, a fax machine, a copier, and a calculator.

Ability to: make accurate mathematic computations; work for sustained periods of time maintaining concentrated attention to detail; lift, carry, or otherwise move objects weighing up to 25 lbs.; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***