

CHICKASAW COUNTY JOB DESCRIPTION

Department: Assessor's Office
Position: Appraiser
Reports To: Assessor
Salary Level: Annual, ≤ 65% of Assessor's Salary
FLSA Status: Non-Exempt
Revision Date: April 2, 2018

GENERAL SUMMARY

Under the general supervision of the county assessor, assists with the duties of the Assessor's Office as set forth in Chapter 441 of the Code of Iowa.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties/responsibilities are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Researches and inspects agricultural, residential, commercial and industrial properties annually to gather data for the valuation of said properties utilizing the Iowa Property Appraisal Manual and other pricing sources.

Completes and reports the valuation process for agricultural, residential, commercial and industrial properties as required by law.

Assist property owners in understanding assessed values, the valuation process, the tax system, and the functions/role of the Assessor's office.

Assist property owners in applying for credits and exemptions that are managed by the Assessor's office.

Assist's within the office and other county offices, those areas where functions and roles overlap, or would require cooperation to fulfill the duties of the Assessor's office.

Maintains office files/records to sustain effective operations and support of the Assessor's office.

Perform other duties as needed and completing special projects as designated by the Assessor.

QUALIFICATIONS

High school diploma or G.E.D. required.

A minimum of two (2) years experience in appraisal or related field ie real estate sales, construction, etc.

Strong math and analytical skills.

Proficiency with or ability to gain proficiency in the use of appraisal software, mapping / aerial software, tax administration software, text document and spreadsheet software, and standard office equipment such as telephone, photocopier, calculator.

Ability to interact in a professional and respectful manner to the general public, co-workers within the office, co-workers within the general county offices.

Exercise independent judgement and decision making during normal business, unique, or escalated situations.

WORK ENVIRONMENT / PHYSICAL DEMANDS

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions for this job. Job demands include, but not limited to, interior and exterior work, desk, travel, walking, kneeling, bending and other movements. Exterior climate may include extreme weather conditions resulting in conditions such as snow, mud, inclines, uneven topography, climbing steps. Work may also include exposure to extreme temperatures, humidity, dust and odors. Lifting and moving of records/books of moderate weight (less than 50 lbs.).

The work environment and physical demand characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head (Employer)

Date

Chickasaw County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.