



## Delaware County

### POSITION DESCRIPTION

Title: Field Appraiser—3 positions open	Department: County Assessor
Reports to: County Assessor	FLSA Status: Non-exempt
Pay: \$2200/Month	Full Time/Part Time: Full Time
Position Posted: February 1, 2018	Posting Closes: When Filled

#### **Position Profile**

To apply recognized appraisal and mass appraisal methods and procedures to all designated parcels in Delaware County. To gather pertinent real estate data to assist the County Appraiser in property valuation and may be directed to provide other valuation appraisal assistance as needed.

#### **Duties and Responsibilities**

- Physically review 25% annually (measure, grade, physical condition, functional utility and economic condition (factor) all property. Verify and review any sales in areas assigned. A comprehensive re-inspection of 25% of the parcels within the county is done to re-verify objective property characteristics and measurements.
- All new construction shall be listed and appraised by measuring and inspecting property, and interview of property owners. The appraiser shall observe and record construction data, conduct interviews with property owners, identify, measure, and sketch buildings.
- Review maps for accuracy and discrepancies during field audits.
- Perform quality control on all data entry of new construction.
- Final Review – Prior to finalization of the appraisal estimates and printing of change of value notices, a field inspection and critical examination of the preliminary indicators of value shall be made for each parcel of property in Delaware County.
- Provide information to customers by phone or in person. Information includes appraised values, cost sheets, aerial maps, and legal descriptions. Must be able to interpret and explain.
- Complete additional tasks as assigned by supervisor in order to fulfill goals and objectives.

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon conditional offer of employment pre-employment drug testing and background check is required.

#### **Education and/or Experience**

Graduation from a standard high school or G.E.D. possession with some college and/or Vocational Technical education. Valid driver's license required. Familiarity with local geographic area. Knowledge of engineering drawing techniques and ability to draw sketches. Computer experience. Real estate sales, construction or appraisal experience helpful but not required.

### **Knowledge, Skills, and Abilities**

- Ability to exercise both subjective and objective reasoning.
- Ability to read maps and plats.
- Ability to measure structures accurately.
- Ability to render identification of and judgments concerning building structural features and the quality of construction.
- Ability to record descriptive data accurately and completely.
- Ability to communicate tactfully and courteously with the public.
- Proven ability to work well with peers, clients (users) and department heads.
- Effective communications skills both written and oral.
- Demonstrated training skills and effective leadership abilities.
- Proven skill in utilization of SQL databases, database management and maintenance
- Proven ability to portray a helpful, competent and professional image.
- Possess competent organizational skills.
- Must be proficient in the use of various equipment including workstations, printers, GPS units, cell phones and other related peripheral devices.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Requires abilities to read, write, speak and understand the English language; and read the most complex of documents including journals, industry-specific publications, and legal documents.
- Perform advanced mathematical computations up to and including probability and statistics.
- Travel locally, regionally, or as needed and/or at short notice.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and maintaining personal networks.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for long periods of time. The employee is occasionally required to lift and/or move up to twenty five (25) pounds.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Regularly uses personal computer systems and/or other devices to effectively perform job functions. The noise level in the work environment is moderate to high. The employee is regularly exposed to risks associated with travel between properties and back and forth to other areas as may be required due to business demands. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. The duties and responsibilities listed within this job description are subject to change or reassignment by management at any time.

**Delaware County is an Equal Opportunity Employer**

