

CLATSOP COUNTY

INVITES APPLICATIONS FOR

Property Appraisal Supervisor

Pay range: \$4,289-\$5,719/month
+ Benefits

Applications are invited for a full time Property Appraisal Supervisor to plan, organize, supervise and provide technical guidance to field appraisers in determining dollar values of real property in the County and has general responsibility for the real and personal property appraisal operations, including ensuring compliance with applicable laws and ordinances.

MANDATORY QUALIFICATION REQUIREMENTS: Broad knowledge of principles and practices of property appraisal, preparation and use of recorded instruments, land mapping and surveying, principles of ad valorem taxation and Oregon property tax laws, principles and techniques of effective supervision. Registration as a certified appraiser in the State of Oregon, or ability to immediately acquire upon appointment. Possession of valid Oregon drivers' license. Bachelors degree or equivalent in business administration, agronomics, forestry or other related field. Over five years experience in property appraisal, or any satisfactory combination of experience and training.

DESIRABLE QUALIFICATIONS: Knowledge of real estate law and legal aspects of mortgage instruments. Specific appraisal experience of farm and forestland. Previous supervisory experience.

PHYSICAL DEMANDS: Physical demands on the position are minimal involving movement of boxes, files, records, and other materials typically not exceeding 25 pounds.

APPLICATION PROCEDURE:

Obtain and submit completed Clatsop County Employment Application form to the State of Oregon Employment Department, 450 Marine Drive, Suite 110, Astoria, Oregon 97103 (503) 325-4821, FAX (503) 325-2918. **Applications accepted until the position is filled.**

Your application must clearly show your qualifications for the position to receive further consideration. Incomplete and/or unsigned applications may result in disqualification. A resume may not substitute for an application (but it is desirable that you attach a cover letter and resume to your application as a supplement). Successful applicants will be required to pass a pre-employment drug screen and show proof of eligibility to work in the United States. During any phase of the hiring process, applicants with disabilities should inform the County Manager's office if reasonable accommodations are needed to demonstrate their qualifications to perform the duties of the job.

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract. Clatsop County is an Affirmative Action/Equal Opportunity Employer.

APPLICANT: REVIEW THIS LIST OF ESSENTIAL JOB FUNCTIONS
ESSENTIAL JOB FUNCTIONS

Supervise subordinate employees including assigning and reviewing work, evaluating performance, providing guidance and instruction, and effectively recommending on disciplinary, hiring and termination decisions.

Participate in conducting appraisals of real property on a regular basis, requiring fieldwork sites. Perform special appraisals as required. Prepare necessary reports of findings.

Prepare or review material for the defense of appraisals; defend appeals to the Board of Property Tax Appeals, Magistrate and Regular Division of Tax Court.

Respond to inquiries from the public regarding procedures, laws, property values and other related matters.

Determine accounts/areas to be appraised; assign appraisal work areas to staff; monitor field progress; and review completed appraisals.

Evaluate and analyze sales data for the purpose of determining trends and averages to be used as indicators of current values.

Development and implement compliance procedures for special assessment programs. Develop and implement procedural changes for more efficient appraisal and taxation techniques. Adapt to and monitor all new legal requirements.

Attend conferences, schools and seminars to keep informed of property assessment and taxation laws in order to maintain mandated educational requirements.

Follow all safety rules and regulations established for work areas.

AUXILIARY FUNCTIONS OF POSITION: Participate in budget, preparations grant requests, and other special documents in support of the Assessor. Provide labor reports and in-progress reports in evaluation of short and long-term objectives. Maintain related records of work performed. Maintain work areas in a clean and orderly manner.

Signature

Date