

FRANKLIN COUNTY AUDITOR'S OFFICE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title: Appraiser II	Pay Grade: 8 Starting Salary: \$56,576.00
Dept./Div.: Appraisal	Employment Status: Full-time
Reports to: Chief Appraiser	FLSA Status: Non-Exempt
Civil Service Status: Classified Bargaining Unit	EEO Status: 02 – Professional

JOB DESCRIPTION:

Under general supervision of the Chief Appraiser, the Appraiser II performs all primary appraisal functions utilized for the appraisal of residential, agricultural, and all commercial and industrial properties. Inclusive of these functions is being able to measure, calculate square footage, and properly update the County's Computer Assisted Mass Appraisal (CAMA) system's database accurately for all types of value changes; accurately identifies neighborhood delineation; assists with Re-evaluation & Triennial updates; verifies tax incentive changes; performs quality control, data entry, and clerical duties as assigned; assists in other areas of the office as requested; and performs other related duties as required. The Appraiser II must be able to train County Appraisers I.

The Appraiser II must be proficient in the use of the three established valuation approaches; cost, sales comparison, and income approaches and be able to explain to the general public how and why these approaches are utilized. Will assist Chief Appraiser in cost studies, income verification, model building, and other important tasks as directed.

The Appraiser II represents the Franklin County Auditor's office in dealing with the public so all taxpayers should be treated with the upmost respect and decorum. Appraiser II speaks with taxpayers on site, by telephone, or in the office regarding their property, and any general questions or valuation issues they might have.

QUALIFICATIONS:

Possession of a bachelor's degree from an accredited college or university; two (2) or more years of experience within Franklin County real estate market; or five (5) to ten (10) years of mass or fee appraisal experience; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position. Commercial mass or fee experience preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Appraiser II should have a Professional Appraisal Certification from the Ohio Division of Real Estate and Professional licensing. If the appraiser II does not have either a residential or general certification, they should be working towards one of these as a requirement of the position. Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy.

HARDWARE AND SOFTWARE:

Personal computer, computer software (e.g. Microsoft Office, Internet Explorer, iasWorld – Computer Assisted Mass Appraisal (CAMA) software, Franklin County's Revenue Management System (RMS), Geographic Information Systems (GIS), Aerial Oblique imagery, Street Level Imagery, MLS, and other applicable computer software); printer, copy machine, phone, fax machine, and other standard modern office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; is exposed to possible injury from extremely noisy conditions above 85db (e.g., field inspections-construction sites); works in or around crowds; has contact with

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potentially violent or emotionally distraught persons; has exposure to potentially vicious animals; has exposure to hot, cold, wet, humid, or windy weather conditions; has exposure to hazardous driving conditions; this is considered light work and the employee must demonstrate the ability to perform the physical demands required of the position in accordance with the U.S. Department of Labor's physical demands strength ratings.

In cases of emergency, unpredictable situations, and/or department needs, this position may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

JOB DUTIES IN ORDER OF IMPORTANCE:

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 50% (1) Performs appraisal functions such as on-site inspections of residential, agricultural, exempt, commercial and industrial properties; in addition to new buildings, additions, new yard items, demolitions, compiles market data from research and records. Researches real property sales records against recorded appraisals and determines market value. Measures structures and defines property factors for exterior and interior features such as age of structure, condition, construction materials use, etc. Determines market value for tax purposes and interacts with the CAMA system. Must have a working knowledge to update and maintain records, in the CAMA system. Must be able to accurately value and allocate exemptions and other tax incentives.
- 20% (2) Assists staff in investigation of questionable records and CAUV audits; answers questions from property owners concerning assessed valuations; explains methods and procedures used in the appraisal process and other related problems, answers inquiries and fulfills public record requests pertaining to real estate records and other files maintained by the office.
- 15% (3) Performs clerical duties as assigned (e.g., records retention; completing electronic and manual documentation for the essential functions required of the position, etc.).
- 5% (4) Assists County Auditor in Board of Tax Appeal valuation disputes as an expert witness as requested.
- 5% (5) Maintains contact with other county offices to check building permits, deed transfers, contracts, splits, allotments, annexations, etc.
- (a) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (b) Maintains required licensures and certification.
- (c) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
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(d) Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

5% (6) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: *County, Auditor, and Department goals and objectives; *County, Auditor, and Department policies and procedures; *personnel rules and regulations; government structure and process; office practices and procedures; *Ohio Revised Code (applicable Auditor's duties); government regulations relating to County Real Estate operations; commercial and residential appraising; fee and mass appraising procedures, ethics, and practices; real estate.

Skill in: computer operation; use of modern office equipment; customer service; operation of data processing equipment; GIS software; must be proficient in Excel and Word.

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; communicate effectively in oral and written form; maintain confidentiality; resolve complaints from angry citizens; travel to and gain access to worksite.

Employee Signature:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.
