

FRANKLIN COUNTY AUDITOR'S OFFICE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title: Appraiser I	Pay Grade: 7 Starting Salary: \$52,665.60
Dept./Div.: Appraisal	Employment Status: Full-time
Reports to: Chief Appraiser	FLSA Status: Exempt
Civil Service Status: Bargaining Unit	EEO Status: 02 – Professional

CLASS DESCRIPTION:

Under general supervision of the Chief Appraiser, the Appraiser I updates database accurately for all value changes; speaks with taxpayers on site, by telephone, and in the office regarding their property; completes new construction field collection; verifies destroyed properties; verifies mobile homes either placed or removed from the real property; accurately identifies neighborhood delineation; assists with Re-evaluation & Triennial updates; verifies for Treasurer's office upcoming tax sales; performs clerical duties as assigned; assists in other areas of the office as requested; performs other related duties as required.

QUALIFICATIONS:

 An example of acceptable qualifications:

Possession of a bachelor's degree from an accredited college or university in a related field; two (2) or more years of experience with County Real Estate; two (2) to five (5) years Mass appraisal experience in lieu of a license; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Ohio driver's license and maintain insurability under the County's vehicle insurance policy; Residential Appraiser license issued by the Ohio Division of Real Estate and Professional Licensing preferred.

EQUIPMENT OPERATED:

 The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, Internet Explorer, IAS World – CAMA software, RMS, GIS, Pictometry/Street Level Imagery, Costar/MLS, and other applicable computer software); printer, copy machine, phone, fax machine, other standard modern office equipment, motor vehicle, moving dolly/cart.

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 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 DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

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- 60% (1) Performs appraisal functions (e.g., performs on-site inspections of residential, agricultural, or commercial properties [e.g., new construction, farms, additions, razings, commercial property, public utilities, etc.]); compiles market data from research and records; assembles data and writes appraisals for taxing purposes; checks real property sales records against recorded appraisal and determines market value; performs same function for manufactured homes taxed like real estate; measures structures and defines factors (e.g., water and sewer systems, age of structure, condition, etc.) to determine value for tax purposes according to prescribed schedule; performs same function for manufactured homes taxed like real estate; interacts with the Computer Assisted Mass Appraisal (CAMA) software in order to update and maintain records.
- 15% (2) Assists staff in investigation of questionable records and CAUV audits; answers questions from property owners concerning valuations assessed; explains methods and procedures used, re-evaluations and other related problems; answers inquiries and fulfills public record requests from the public and other interested parties pertaining to real estate records and other files maintained by the office.
- 10% (3) Maintains contact with other county offices to check building and well permits, deed transfers, land contracts, splits, allotments, annexations, etc., to assist in performance of duties; obtains like information on industrial and commercial permits from state agencies.
- 5% (4) Performs clerical duties as assigned (e.g., records retention; completing electronic and manual documentation for the essential functions required of the position, etc.).
- 5% (5) Assists County Auditor in Board of Tax Appeal valuation disputes as an expert witness as requested.
- (6) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (7) Maintains required licensures and certification, if any.
- (8) Meets all job safety requirements and all applicable safety standards that pertain to essential functions.
- (9) Demonstrates regular and predictable attendance.
- (10) Represents the Auditor during Board of Revision Mediation sessions when called upon as a backup.

OTHER DUTIES AND RESPONSIBILITIES:

- 5% (11) Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

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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; 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; motor vehicle operation.

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.

POSITION DIRECTLY SUPERVISED:

None.

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