



## NATRONA COUNTY JOB DESCRIPTION

<b>TITLE:</b> Field Appraiser	<b>EMPLOYMENT STATUS:</b> <div style="border: 1px solid black; padding: 2px; display: inline-block;">AT-WILL EMPLOYEE</div> Non-exempt / hourly Employee Full- Time  40 hours a week
<b>DEPARTMENT:</b> Assessor	
<b>SUPERVISOR:</b> Field Crew Supervisor	
Revised: 4/5/2021 THIS JOB DESCRIPTION MAY BE CHANGED WITHOUT PRIOR NOTICE.	

### SUMMARY:

Reporting to the Field Crew Supervisor, this position performs a variety of technical duties in order to develop Fair Values for Property Tax purposes.

### ESSENTIAL FUNCTIONS:

- Assesses the value of residential homes, commercial buildings, additions, and remodels.
- Conducts field inspections in order to photograph and document Quality, Condition and measurements of all structures on a particular parcel
- Interacts and communicates with property owners in order to establish a line of communication; whether in the field, on the phone or in person
- Responds to inquiries and addresses any appraisal/property tax questions received while working in the field
- Collects and reviews all issued Building Permits for every improvement within County limits. Must be able to effectively communicate and coordinate with all jurisdictions inside the County limits
- Performs field visits to update the status of progress in regard to building permits: additions, demolitions, new construction, remodels etc
- Identifies and documents property additions and improvements including decks and skirting
- Draws improvements, determines quality, condition, materials used, updates account records, and inputs related data into departmental computer system (CAMA)
- Operates the current filing system for historical in-house records
- Operate computer to enter, process, and acquire data relative to Field inspections. Uses Excel, ARCMAP, GeoSmart, DocPro, EagleView and other programs specific to Real Estate, Appraisal and Property Valuation processes
- Creates an organizational system specific to the needs of each project
- Creates an efficient workflow for specific need of each assigned task
- Performs other duties as assigned or required

### NONESSENTIAL FUNCTIONS:

- Occasionally prepares correspondence in relation to Improvement, Sales, Deeds and Use-Type information
- Promote effective communication
- Maintain workspace, vehicle, and materials in a professional manner.



### **KNOWLEDGE AND SKILLS:**

- Knowledge of principles, practices, methods, and techniques of property assessment.
- Knowledge of computer aided mass appraisal systems.
- Knowledge of construction methods and construction materials.
- Knowledge of mapping programs and records systems relevant to appraisal activities.
- Knowledge of State of Wyoming Computer Assisted Mass Appraisal (CAMA) computer system.
- Knowledge of laws and regulations applicable to property appraisal.
- Knowledge of the building permit process and property records.
- Knowledge of GPS and GIS.
- Knowledge of digital cameras.
- Skill in interpreting appraisal statutes and criteria in assessing property values.
- Skill in explaining laws and regulations pertaining to property appraisal.
- Skill in maintaining accurate and interrelated technical records, and identifying and reconciling errors.
- Skill in reviewing property records under appeal, and communicating effectively with property owners.
- Skill in analyzing and interpreting the factors affecting property values.
- Skill in conducting visual inspections and making qualified judgments regarding the condition and effective age of properties.
- Skill in conducting research utilizing field data and historical records.
- Skill in documenting and recording property information.
- Skill in making arithmetic calculations.

### **EDUCATION AND EXPERIENCE**

1. High school diploma or equivalent, and two years assessor experience preferred; OR an equivalent combination of education and experience.
2. Must be at least 18 years of age.

### **LICENSES AND CERTIFICATIONS**

1. Valid, unencumbered Wyoming Drivers' License, and be insurable with Natrona County.
2. Ability to obtain Certification as a Property Tax Appraiser

### **WORKING CONDITIONS:**

Office within Natrona County Court House. The Assessor has 3 separate divisions under its administration: Admin Office, Field Crew Office and Mapping Department all with typical office furnishings and equipment; Inspections/site visits throughout county; intermittent busy and loud environment both inside and outside; communication via phone, electronically, and in person; interaction with customers and staff, parents, and volunteers; off-site training. May be subject to dusts, odors, chemicals, and extreme climate/weather conditions and sewage.



#### **PHYSICAL & MENTAL DEMANDS:**

1. Approximately 80% of the time, driving and conducting onsite inspections.
2. Access and move files, office supplies, and equipment; move up to 25 pounds.
3. Access all aspects of a construction site including but not limited to; climbing ladders, roof tops, flights of stairs, under homes, under trailer homes, and mechanical spaces
4. Positions in this class require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
5. Function in an office environment and use of equipment, exposure to the outdoors with all types of weather, and extensive contact with the public.
6. Work independently with little supervision and exercise initiative and sound judgment
7. Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
8. Be flexible in assigned jobs or duties on a daily basis.
9. Meet deadlines; solve problems independently and/or with others to meet deadlines.