

TAMA COUNTY ASSESSORS'S OFFICE
Property Appraiser/Clerk

Title: Property Appraiser/Clerk

FLSA: Non-Exempt

Department: Assessor's

Reports To: Assessor

POSITION SUMMARY:

Under general supervision, performs appraisals of property to obtain valuations for property tax purposes, various clerical function, and performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Discovers, investigates, and lists relevant property. Reviews construction/floor plans. Reviews plats of survey and subdivision plats as required. Draws, sketches, and enters information on property record card and/or into computer pricing system.
2. Outputs reports and other information from computer pricing system as required. Prepares a variety of studies, reports, and related information for decision-making purposes.
3. Gives information to callers and persons at the counter as allowed by law. Assists those persons applying for various tax exemptions or credits. Makes copies of property record cards and other information as required. Greets visitors, ascertains nature of business, and conducts visitors to the appropriate person.
4. Answers telephone, routes calls to the appropriate official. Conveys messages and runs errands. Sorts and files records. Maintains assigned equipment. Addresses envelopes and packages. Composes and types routine correspondence.
5. Attends relevant schools, conferences, workshops and meetings as well as reading relevant literature to keep abreast of trends and developments in the field of property assessment and appraisal.
6. Advises and provides staff support to the Board of Review and other offices as required by the Assessor. Makes presentations as required by the Assessor to the Conference Board, the Board of Review, other boards, commissions, city councils, civic groups, and the general public.
7. Cooperates with other members of the assessment staff. Serves as a member of various local government staff committees as assigned. Coordinates activities with other departments and agencies as needed. Deals with other offices in a congenial and businesslike manner understanding that it is in the best interest of this office to cooperate at all times with those offices and the personnel from those offices.
8. Refrains from activities that would have an adverse effect on the public opinion or general effectiveness of the office. Maintains a professional attitude and appearance at all times while representing the office and uses good judgement in personal time activities.
9. Performs other related work as required by Assessor.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or, if special accommodations are being requested, be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with reasonable accommodation, using some other combination of skill and abilities.

- (A) Thorough knowledge of the procedures, methods, and techniques used in the appraisal of property for ad valorem tax purposes; and
- (B) Thorough knowledge of building construction practices and of building and land cost; and
- (C) Thorough knowledge of office procedures in a government structure; and
- (D) Good knowledge of State Law for appraisals and the assessment process; and
- (E) Ability to communicate effectively orally and in writing with property owners, homebuilders, employees, employers, members of government entities, and the general public; and
- (F) Ability to work effectively within a team environment; Ability to establish and maintain courteous and effective work relationships with all levels of staff, other units of local government, outside agencies, and diverse groups of the public; and
- (G) Ability to prepare accurate and reliable reports containing findings, recommendations, and conclusions on property appraisals; and
- (H) Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities; and
- (I) Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology; and
- (J) Ingenuity and inventiveness in the performance of assigned tasks.
- (K) Personal computer with software; motor vehicle; calculator; telephone; copy and fax machine; measuring devices including tape measures; and other equipment used in the assessment profession.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an office and at property sites and works frequently in outside weather conditions. The employee is occasionally exposed to wet, humid, hot or cold conditions, or airborne particles.

The noise level in the work environment is usually moderate. Due to the nature of the office, there may be times when the employee will be under stress from external sources.

PHYSICAL REQUIREMENTS

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

Work is performed in both office, indoor, and outdoor settings. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

While performing the duties of this job, the employee is frequently required to stand or sit; walk up to 400 feet; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to walk over uneven terrain and steep slopes; to climb or balance; stoop, kneel, crouch, bend, or crawl; talk and hear.

The employee must occasionally lift up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m.

TRAVEL

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

QUALIFICATIONS

A high school diploma or equivalent and one year of college credit coursework; and at least one year of related experience including but not limited to appraisal, government work, math/statistics, agriculture, construction, business, drafting, computers; or any equivalent combination of education and experience, additional education substituting on a year for year basis. Must possess a valid State Driver's License and a functional motor vehicle. Vehicle and operator must be insured to County's specifications.

All requirements are subject to possible modification to reasonably accommodate qualified individuals/employee(s) with disabilities. Prospective employee(s) and incumbents are encouraged to discuss possible accommodation with the county.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Board of Supervisors.

The county reserves the right to change, reassign job duties or combine positions within the county office at any time.

Tama County is an Equal Opportunity Employer.

EMPLOYEE POSITION ACCEPTANCE

I have thoroughly discussed the education, work experience and special requirements related to this position with the Board of Supervisors and fully understand what is required in this position. I hereby accept this position and agree to perform the tasks required.

Employee

Date