

ROUTT COUNTY

CLASSIFICATION: REAL PROPERTY APPRAISER III

Created: August 2021

Department: Assessor

Family: Professional/Technical

Approved By: County Manager

Pay Scale: Real Property Appraiser III

FLSA Status: Non-Exempt

Date: August 2021

SUMMARY:

Under direction, performs advanced and complex office and field real property appraisal work for tax assessment purposes; collects and verifies complex sales information via transfer declarations and other sources; researches market characteristics and sales trends and applies regression and other types of analysis to determine whether property values have changed; responds to property owner inquiries, complaints, and appeals; and performs other related duties as assigned.

CLASS CHARACTERISTICS:

An incumbent in this class performs a wide variety of difficult and complex appraisal duties and must possess a Colorado Certified Residential Appraiser license. Incumbents receive occasional supervision while planning and/or determining specific procedures or equipment required to meet assigned objectives, solving non-routine problems, and working toward a definite objective that requires the use of a wide range of procedures. Only unusual matters are referred to a supervisor.

The Real Property Appraiser III class is distinguished from Property Appraiser II because incumbents in the latter class primarily perform moderately complex property appraisal duties and must possess an Appraiser license. The Real Property Appraiser III is distinguished from Chief Real Property Appraiser as an incumbent in the latter class supervises the work of [all](#) subordinate Appraisers.

SUPERVISION EXERCISED:

An incumbent in this class does not directly or indirectly supervise or lead the work of other employees but may assist in training less experienced staff.

JOB DUTIES:

The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.

- Performs the more advanced and complex office and field real property appraisal work for tax assessment purposes, requiring licensure as a Colorado Certified Residential Appraiser.
- Draws, views, photographs, and measures land parcels as well as new constructions, remodels, and additions; accurately determines property values based on property characteristics and the grade of improvements, market areas, market influences, sales data and statistical trends affecting market values; enters and maintains property information into a computerized database.
- Collects and verifies sales information via transfer declarations and other sources; reviews listings for inventory corrections, makes updates as necessary, maps data using Geographical Information System (GIS) technology, and enters information into a computerized database system; communicates with buyers, sellers, and agents regarding conditions of sale to determine data validity; codes property sales and adjusts sale prices as appropriate to reflect special considerations.
- Researches market characteristics and sales trends and applies regression and other types of analysis to determine whether property values have changed; reviews deeds, declarations, and covenants for new plats and understands their effects on ownership and value.
- Determines raw land value thresholds and identifies subdivisions eligible for discounts.

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- Responds to the more complex property owner inquiries, complaints, and appeals regarding property values, property characteristics, and other related questions via phone call, email, fax, and mail; obtains and logs detailed information; reviews and re-evaluates property valuation records and re-visits property as require; analyzes information and makes recommendations to uphold or deny appeals; adjusts property accounts and notifies property owners.
- Defends complex appraisals during property owner protest periods, at County Board of Equalization hearings, during Board of Assessment Appeals hearings, at arbitration hearings, and in District Court as directed.
- Composes comprehensive and detailed appraisal reports that are detailed, organized, clear, defensible, and prepared timely for presentation; compiles and maintains sales reports and information into public binders and electronic files.
- Attends training classes, conferences, and seminars as assigned.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Possession of a bachelor's degree from an accredited four-year college or university, preferably with major coursework in business administration, accounting, economics, finance, real estate, or a related field.

Substitution:

Alternate educational backgrounds may be qualifying if they conform to the college requirements established by the Colorado Department of Regulatory Agencies for licensure as a Certified Residential Appraiser.

Experience:

Requires the completion of two full reappraisal cycles performing property appraisal work for tax assessment purposes in a Colorado county assessor's office.

Licenses and Certificates:

- A valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.
- Possession of a Colorado Certified Residential Appraiser license.

Knowledge of:

- Advanced principles and practices of property appraisal for tax assessment purposes.
- Colorado laws and regulations governing the appraisal of commercial, industrial, residential, agricultural, and special purpose properties.
- Global, national, and local economic trends affecting values, including financial markets, lending practices, and government policies.
- Advanced interpretation of covenants, easements, zoning and setbacks, and their impact on property value.

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- The real estate transfer process, title conveyance, deeds, and deed types.
- Legislation and court cases that affect the listing, classifying, and valuation of properties in Routt County.
- The Tabor amendment as it relates to property value and taxes.
- Advanced standards of building and construction.
- Advanced map reading methods.
- Mathematics, including geometry and formulas for determining areas and volumes.
- Advanced methods of data organization and statistical analysis.
- Legal terminology pertaining to property ownership.
- Advanced methods of ensuring accurate data entry.
- Advanced methods of writing clear and accurate narrative and statistical reports.
- Advanced principles and practices of customer service.
- Correct spelling, grammar, and punctuation.
- Standard alphabetical, numerical, and chronological filing methods.
- Standard office practices, procedures, and equipment, including the use of personal computers and business software as well as Geographical Information System (GIS) technology.

Ability to:

- Analyze, interpret, and verify complex appraisal data and assign accurate and equitable fair market value values to a property for taxation purposes.
- Explain complex assessment procedures and determinations to taxpayers.
- Conduct complex research to locate and interpret a variety of detailed records and information related to property valuation for tax assessment purposes.
- Read, understand, interpret, and apply complex rules, regulations, codes, laws, and ordinances pertaining to Colorado property assessment and taxation.
- Maintain a complex computer inventory and valuation system through attribute updates, changes, valuation modeling, and value tracking.
- Conduct database queries, compile information from multiple sources, and run complex reports.
- Exercise independent judgment, discretion, and initiative within limits of authority.
- Read and interpret maps and blueprints.
- Perform complex mathematical, financial and statistical calculations.
- Operate standard office equipment such as personal computers, copiers, scanners, fax machines, calculators, and multi-line phone systems.
- Utilize standard business software, including word processing, spreadsheet, database, Internet, and email programs.
- Utilize GIS mapping software, as well as other specialized property sketch software as required for property assessment.
- Perform official recordkeeping as required by statute.
- Obtain mandatory continuing education related to appraisal license requirements.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted during work, including customers, co-workers, other county employees, and the general public.

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The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sit at a desk for extended periods of time.
- Frequently walk and stand; occasionally walk over uneven ground.
- Frequently use finger dexterity and operate a keyboard.
- Regularly lift 10 pounds and occasionally lift 25 pounds.
- Frequently use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

TYPICAL WORKING CONDITIONS:

- The employee typically works in a standard office environment where the noise level is moderate but occasionally works in an outdoor environment under varying weather conditions.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.