

JOB ANNOUNCEMENT

POSITION: Appraiser II
May underfill as an Appraiser I (3000)

Posting# 3001-1109kc

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma No Internet printouts (for College credit)
- required licensure

STARTING SALARY: Step 31, \$18.63 per hour; Appraiser I (3000)- Step 26, \$16.58 per hour
*(plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: November 17, 2009

CLOSING DATE: December 3, 2009

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcountyonline.org/dept/pers>

JOB SUMMARY:

Appraises real property for ad valorem tax purposes using industry-accepted methods for determining value.

DUTIES INCLUDE: Gathers data accurately on real property including, but not limited to, measuring structures, physically inspecting the exterior and interior of buildings, photographing property, and noting architectural quality and intended use of the property. Uses field data including replacement costs, comparable sales data, and income potential to determine property value, highest and best use, and review final valuation for accuracy. Prepares appraisals for evidence at state and local hearings to establish value for tax purposes. Defends County appraisals, advises on market values, and provides testimony at state and local board hearings. Organizes building permits and requested changes into work batches. Verifies maps, records, address, and taxing descriptions with computer and links with County records systems. Represents the County Assessor's Office to the public.

EVALUATION AND SELECTION FACTORS: Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to appraise real property using the income, cost, and sales comparison approaches to valuation for commercial appraisals; Ability to compare digital imagery with property inventory data for validity.

REQUIREMENTS FOR EMPLOYMENT: An Associate's Degree in any field (Bachelor's Degree preferred) and two (2) years of work experience related to real estate, building construction, or property appraisal. Additional work experience may not be substituted for the required Associate's Degree, but applicants with a Bachelor's Degree in a field related to real estate, building construction, or property appraisal, may receive credit for the required work experience due to additional related education. **See Appraiser I Job Description for Requirements for employment.*

<http://www.utahcountyonline.org/Dept/Pers/JobDescriptions.asp>

Applicants receiving a conditional offer of employment will be required to show an original social security card and submit to a pre-employment drug screen and additional background checks as required.

LICENSING AND CERTIFICATION: Incumbent must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent must *possess* designation as a Licensed Appraiser with the Utah State Department of Commerce and *obtain* designation as an Ad Valorem Appraiser (residential or commercial) with the Utah State Tax Commission within 18 months in position. **See Appraiser I Job Description for Licensing and Certification Requirements.* <http://www.utahcountyonline.org/Dept/Pers/JobDescriptions.asp>

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.



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