

APPRAISER JOB DESCRIPTION

Class Title: Appraiser

Department: Equalization

Union: Yes

GENERAL PURPOSE:

Performs a variety of routine and complex technical field and office work in the appraisal of agricultural, commercial, industrial, residential, timber cut and/ or personal property.

SUPERVISION RECEIVED:

Works under the general supervision of the Equalization Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inspects and appraises all categories of agricultural, commercial, industrial, residential, timber cut and personal property.

Selects and applies any combination of complex appraisal techniques applicable and necessary to the accurate and defensible determination of property values.

Appraises by sales, costs and income method using annuity land, building, and property residual techniques; appraises by fair market value, using annual gross rent multipliers and units of comparison; appraises by cost method, using quantity survey, unit in place, square and cubic foot, and trended investment techniques; appraises lease holds using annuity methods; applies functional obsolescence and depreciation on structures and integral equipment.

Determines Land and ECF values.

Performs accounting and auditing procedures relating to assessments; performs on-site inspection of personal property; audits complex and multi-faceted financial records; assesses appropriateness of depreciation schedule used for tax assessment purposes.

Correlates data and completes report of final appraisal judgments; prepares activity and progress reports relative to the work assignment.

Responds to inquiries from the public regarding appraisal procedures and legislation.

Testifies at hearing to present data documenting and substantiating assessments.

PERIPHERAL DUTIES:

Explains appraisal methods and techniques and trains other personnel in their use, as well as assists with questions and problems relating to various appraisal methods and techniques.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) High School Graduate or GED equivalent:
- (B) Michigan Certified Assessing Officer (MCAO) **or** Michigan Certified Assessing Technician (MCAT)
- (C) Minimum 3yrs experience in assessing administration & field experience
- (D) Personal Property Examiner

Necessary Knowledge, Skills and Abilities:

- (A) Skill in operation of the listed tools and equipment;
- (B) Ability to read, understand and apply appraisal techniques; ability to read and understand legal descriptions and appraisal manuals; ability to accurately appraise real and personal property; ability to communicate effectively verbally and in writing; ability to work in inclement weather; ability to establish successful working relationships.
- (C) Able to use BS&A Software, Apex, Microsoft Word and Excel,

SPECIAL REQUIREMENTS:

Valid state driver's license or ability to obtain one.

No more than two moving violations or one accident three years.

Use your own vehicle when necessary for field work.

TOOLS AND EQUIPMENT USED:

Tape measure, pencil, calculator, portable or mobile radio, phone, copy machine, computerized property appraisal system and any other computer software necessary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to fingers, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk to hear.

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/ or humid conditions.

The noise level in the work environment is usually moderately quiet in the office, and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: