



Job Title: Property Appraiser I
Reports To: City Assessor
FLSA Status: Non-Exempt
Job Grade: 42
Department: Assessing
Approved by: City Administrator
Date Prepared: July 1, 2013

SUMMARY

Under general supervision, performs appraisals for residential and non-complex commercial property in support of the City's Assessment Department. Work responsibilities extend to maintaining property record data bases throughout the jurisdiction.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Establishes uniform and equitable systems for assessing residential and non-complex commercial properties through various methods, including field inspection, structural measurement, calculation, sales analysis, market trends and income and expense analysis.
- Inspects non-complex new construction and minor improvements to existing structures to determine value and submit appraisal reports for public records; conducts annual reviews of set neighborhoods to determine accuracy and uniformity.
- Explains assessed values to property owners; defends appealed assessments at public hearings.
- Responds to routine information requests from other government agencies, the general public and others regarding the appraisal process.
- Prepares and maintains current data on each parcel assessed, including plat maps, property characteristics and applicable exemptions.
- Identifies the ownership of each piece of taxable property, including reviewing information about the transfer of property to ensure accuracy; checks basic information on buyers, sellers, and sales prices; makes corrections as necessary.
- Completes and maintains the assessment rolls that show assessed values and the status of all property in a municipality; issues notices of assessment increases.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Associate's Degree or equivalent vocational technical education AND one year of experience in real estate appraisal or an equivalent combination of education and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- Operations of real property appraisal and assessment.

- Mass appraisal methods and techniques.
- Pertinent local and state laws, codes and regulations regarding property appraisal and assessment.
- Software specific to property assessment.
- Principles and practices of project management.

Skill in:

- Using initiative, discretion and judgment within established procedural guidelines.
- Communicating effectively, both orally and in writing.
- Creating and maintaining effective working relationships with peers, superiors, other City departments, private appraisers, realtors, escrow companies, external government agencies and organizations, and the general public.
- Conducting research and performing various mathematical calculations.
- Providing effective and efficient customer service.
- Managing situations requiring diplomacy, fairness, firmness and sound judgment.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Operating a personal computer utilizing standard and specialized software.

LICENSE AND CERTIFICATION REQUIREMENTS

Certification as a North Dakota Township or Small City Assessor.
 Ability to obtain a North Dakota Class 1 City Assessor certification.
 Possession of a valid driver’s license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed primarily in a standard office environment. Will be required to perform outdoor field work that may involve exposure to extreme weather conditions, moving machinery or vehicles, hazardous chemicals and infectious diseases. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Important Notices: This job description is not an exclusive or exhaustive list of all job functions that a team member in this position may be asked to perform. Duties and responsibilities can be changed, expanded, reduced or delegated by management to meet the business needs of the City of West Fargo. The employee is required to sign this document in the space provided below, acknowledging receipt and comprehension of this job description.

Employee’s Name (please print)

Employee’s Signature

Date