

Storey County

CLASS TITLE: PROPERTY APPRAISER I

FLSA Status: Non-Exempt

Created: Dec. 1995

Last Revised: 11-28-2011

Revised: 09-04-2008

Replaces:

JOB SUMMARY: Under direct supervision, learns and performs routine office and field duties to obtain and analyze data for the appraisal of real and personal property for tax assessment purposes; and performs other office related work as required.

CLASS CHARACTERISTICS: This is the entry and training level in the Appraiser series. Incumbents will work under direct guidance until becoming familiar with the office methods, procedures, and policies.

EXAMPLES OF DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent may not be assigned all functions listed below).*

1. Receive training in methods and procedures in order to perform the valuation and appraisal of real and/or personal property and to estimate property value for tax assessment purposes.
2. Conduct field investigations including inspecting, measuring, plotting and classifying real and/or personal property and property improvements; define property boundaries.
3. Estimate building costs and depreciation using prescribed methods for valuing new construction and existing real properties for tax assessment purposes.
4. Collect data, compute square footage, develop scaled drawings, and prepare documents to be used in connection with the appraisal of real property for tax assessment purposes.
5. Research and analyze legal and physical restrictions on real property to determine the impact on the valuation process.
6. As regulated by NRS Chapter 361, collect and analyze personal property data; classify business personal property; calculate the depreciated values; bill and collect taxes on all personal property.
7. Respond to public inquiries either by phone, in person, or in writing regarding questions or discrepancies of the appraisal process and/or the valuations of real or personal property; confer with property owners to explain appraisal findings.
8. Operate a variety of office equipment.
9. Read and interpret legal descriptions, deeds of title, cadastral maps, building plans, and permits.

10. Perform duties related to the operation of the Storey County Assessor's Office as assigned.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability:

Knowledge of:

- Mathematics including fractions, percentages, geometry, and algebra;
- descriptive statistics;
- methods of data collection and record keeping; and
- communication methods.

Ability to:

- Analyze data and draw appropriate conclusions;
- draw charts and descriptive sketches;
- interpret and apply regulations, policies, and procedures;
- communicate effectively, both orally and in writing; maintain effective working relationships with coworkers, property owners, regulatory boards, and the general public; and
- perform all duties in a safe manner.

Required Certifications and Licenses:

- Certification as a Tax Appraiser for the State of Nevada as required by NRS 361.221 must be obtained within one year of employment in this class.
- Complete continuing education per NRS 361.223 in order to maintain said certification.
- Must possess a valid Nevada Class "C" driver's License.

Experience and Training:

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Possession of a high school diploma or equivalency and six months of general clerical experience performing a variety of office clerical tasks, including the use of a computer or any combination of training and experience that would demonstrate the desired knowledge and abilities of the position.

Physical and Mental Requirements:

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

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Dexterity and agility to walk on uneven terrain. Some reaching for items above and below desk level. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS

Work is performed under the following conditions:

Position functions indoors and outdoors. Most indoor work is performed at a desk. Outdoor work is frequently performed in inclement weather and intermittent exposure to hazardous working conditions is a possibility. This position requires travel to different properties and building sites, and may require out occasional of town overnight stays. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Periodic contact with angry and upset individuals.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 28 day of November, 2011.

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee's Association SNEA/AFSCME Local Union.

Storey County Government

Storey County SNEA/AFSMCE Union

Patrick Whitten, County Manager

Tobi Whitten, SNEA/AFSCME Union
Comstock Chapter - President

Holli Kiechler, Administrative Officer

Gerrie Honea, SNEA/AFSCME Union
Comstock Chapter Vice-President