

PROPERTY APPRAISER 4

DEFINITION

To conduct complex and difficult appraisals of commercial and industrial properties requiring advanced appraisal skills; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Property Appraiser series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including advanced level appraisal of complex industrial and commercial property using appropriate current approaches to establish fair and accurate market value upon which property taxes will be assessed. Incumbents assume lead responsibility for the commercial and industrial appraisal areas and participate in the development of appraisal programs and comprehensive work plans. In addition to expertise in the commercial or industrial field, incumbents are expected to have a working knowledge of all other appraisal areas.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Appraisal Supervisor or Appraisal Manager.

Exercises functional and technical supervision over professional appraisal staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Appraises complex industrial and commercial property including land, buildings, machinery and equipment; examines properties to obtain data for use in determining value; determines classification of property; produces estimates of property values using the market income and cost approach.

Prepares appraisal reports and makes presentations to the Board of Equalization, the Department of Revenue and the Tax Court; assists other appraisers with presentations and cross-examination at hearings involving complex properties issues.

Determines functional, economic, or physical obsolescence on industrial or commercial properties.

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EXAMPLES OF DUTIES (con't)

Processes annual industrial property returns and appropriate personal property returns.

Conducts a variety of market and sale studies including analysis of industrial property and equipment sales, and analysis of vacancy factors and capitalization rates.

Interprets appraisal and assessment procedures and regulations for property owners and handles public inquiries and complaints.

Develops documentation and training manuals of appraisal processes; participates in the selection and evaluation of employees; schedules and assigns work to staff; trains and instructs other appraisers.

Assists in the development of work plans and appraisal programs; reviews appraisals completed by other staff for completeness and conformance to state regulations and County procedures.

Schedules and assigns work to staff; participates in the selection and assists in the evaluation of employees; trains and instructs other assigned appraisers.

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, principles, practices, methods and techniques of property appraisal, including industrial and commercial appraisal.

Methods and principles of land mapping and surveying, property description and measurement.

Building construction principles and practices and the variables affecting property valuation.

Local zoning/planning regulations; applicable state statutes, rules and regulations pertaining to property appraisal.

Basic statistical concepts and terminology.

Basic principles of economics, real estate laws and the legal aspects of mortgage instruments.

Principles and practices of supervision and training.

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Modern office procedures, methods and computer equipment.

Ability to:

Collect, interpret and evaluate data; analyze economic conditions that affect commercial, and industrial property values.

Maintain accurate and complete records.

Appraise properties using market, cost and income approaches.
Perform mathematical and statistical calculations.

Read and interpret maps, aerial photos and locate remote properties; read blueprints and follow deed descriptions.

Train and assist other appraisers as necessary; plan, assign and review the work assigned appraisal staff.

Testify as an expert witness and present written and oral testimony at hearings and in court.

Perform cross-examinations at property hearings.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, forestry, agriculture, engineering or a related field.

Experience:

Four years of increasingly responsible experience in the appraisal of real property,

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including two years of full-time experience in industrial and/or commercial appraisal.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Designation as a Registered Appraiser as per ORS 308.010

Possession of a valid Oregon driver's license at time of appointment.