

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: APPRAISAL SUPERVISOR
CLASS CODE: 3106

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 4/10/2012 (REVISED 2/18/2003 VERSION)
DEPARTMENT: ASSESSOR

JOB SUMMARY

Supervises, coordinates, and directs the personnel and work processes that are essential to maintaining the legislative mandated five-year property characteristic review cycle and creating valid property values for the annual assessment roll. Is responsible for preparing appraisals for commercial and residential appeals before the Utah State Tax Commission.

ESSENTIAL FUNCTIONS

Supervises, coordinates, and directs the work of assigned personnel including designing and organizing work processes, reviewing work processes, reviewing completed work assignments, conducting performance appraisals, and administering appropriate employee discipline. Provides staff training and training manual documentation.

Compiles, maintains, and reviews employee reports, daily work records, payroll information, work specifications, and appropriate personnel documentation.

Reviews documentation submitted by taxpayers or their representative for quality, substance, and relevance and responds to questions and complaints from the general public and property owners regarding appraisals, appraisal methods, or assessments.

Prepares appraisals on properties that are classified as special use.

Ensures Uniform Standards of Professional Appraisal Practice (USPAP) guidelines for ad-valorem work are met for all appraisals.

Represents the Assessor's office and provides assistance during Board of Equalization processes.

Ensures improvements are located on the correct property records including segregation changes; coordinates new growth workloads and maintains five-year property characteristic review cycle.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Utah tax code and the appeals process; supervisory techniques.

Skill to: organize a yearly appraisal schedule; appraise real estate using cost, sales comparison, and income approaches to valuation; utilize software programs that perform statistical operations and develop formulas and tables for use in cost, sales, and multiple regression model valuations; competently utilize the Marshal Swift valuation manual.

Ability to: maintain cooperative relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; maintain confidentiality of managerial information or decisions and of other sensitive information; receive and follow instructions from those in authority.

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PHYSICAL DEMANDS

Typically: sits at a desk and works for sustained periods maintaining concentrated attention to detail.

Regularly: walks, stands, or stoops; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is regularly performed in an environmentally controlled room, but field work may be performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather.

EDUCATION AND EXPERIENCE

An associate's degree in any field (preference for a bachelor's degree) and four (4) years of work experience in real property appraisal. Preference may be given to applicants with supervisory experience.

LICENSING AND CERTIFICATION

Incumbents must *possess* designation as a Certified Residential or Certified General Appraiser (preference for General) with the Utah State Department of Commerce. Incumbents with designation as a Certified Residential Appraiser must *obtain* General Ad Valorem Appraiser designation with the Utah State Tax Commission within 24 months in position. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description 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.