

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of the Hiring of a New
Employee**

)
) **ORDER NO.** 23231
)

WHEREAS, it is the recommendation of Kiley Wegner, County Assessor, that the following person shall be hired to fill the position identified below at the specified salary range, step, rate of pay, and status:

<u>Name</u>	<u>Position</u>	<u>Salary Range/Step</u>	<u>Rate</u>	<u>Status</u>
Broc Nelson	Appraiser Trainee	D-1	\$3715/mo	FT/Prob.

The job description is attached hereto and incorporated by reference.

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

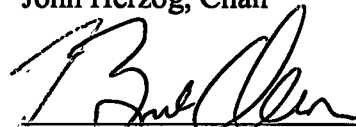
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated hire be in effect as of March 15, 2023.

DATED this 15th day of March, 2023.

**CURRY COUNTY
BOARD OF COMMISSIONERS**

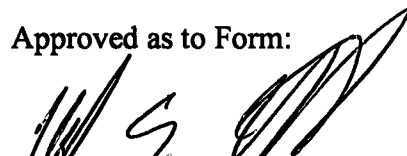
Absent At Signing

John Herzog, Chair



Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB # 950738
County Legal Counsel



Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Property Appraiser Trainee - Assessor's Office

EXEMPT: No
SALARY LEVEL: D
SUPERVISOR: Chief Deputy Assessor
PREPARED BY: Assessor

May 2021

POSITION SUMMARY:

An employee in this class is distinguished from the Property Appraiser I in that the trainees work must be supervised and approved by other experienced appraisers and the Deputy Assessor. As such the duties for this position are similar to those of an Appraiser I yet the employee in this class lacks the required education and experience to immediately qualify as an Appraiser I.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position may involve other duties which are not listed and which may be assigned as required. Position will train to:

1. Physically inspect lands for type of topography, view, access, landscaping and other pertinent information.
2. Inspect properties to determine class, percentage of depreciation and functional use.
3. Compute values of improvements through cost approach in comparison with present market activity, utilizing Department of Revenue factor books and computer program.
4. Make recommendations to other appraisers regarding the establishment of benchmarks relating properties to be appraised to those benchmarks, and in determining trends and averages.
5. Read aerial photos, topography maps and government survey maps; and research deeds and letters of verification in an effort to arrive at realistic property values.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)

6. Answer questions from the public regarding appraisal values, market trends, sales, zoning, etc.
7. Work closely with other appraisers in preparing material for use in defending appeals to the Board of Property Tax Appeals, Department of Revenue and Oregon Tax Court.
8. Must be able to travel, sometimes overnight and long distances to attend training and education as required by ORS 308.010.

SUPERVISORY RESPONSIBILITIES:

This position does not supervise the work of others.

QUALIFICATION REQUIREMENTS:

Some knowledge of -

Real property appraisal methods and appropriate applications of recorded instruments such as deeds, mortgages and contracts

Land mapping and surveying.

Ability to -

Deal courteously and tactfully with the public

Maintain effective working relationships with other employees, County departments and various tax related agencies

Communicate effectively both verbally and in writing

Gather data.

Skill in –

The use of Microsoft Excel, Word, Powerpoint and Outlook

Accurately performing mathematical calculations.

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EDUCATION AND/OR EXPERIENCE:

High school graduate or equivalence.

Two years' experience in assessor's office, bank, title, real estate, attorney, construction or related field is desirable. Satisfactory combination of education, experience and training may be acceptable.

NECESSARY SPECIAL REQUIREMENTS:

Pass test for Designation as a Registered Appraiser per ORS 308.010 within 24 months of hire date.

Possession of a valid Oregon Driver License.

Must sign a Certificate of Confidentiality as required by ORS 308.413(3)

PHYSICAL DEMANDS:

Ability to lift or move thirty (30) pounds. Ability to see, talk, hear, bend, stoop, stand, walk or sit. Ability to drive in adverse weather, occasionally for long distances or at night.

WORK ENVIRONMENT:

Mixed office and field work. Employee may encounter adverse weather, tobacco smoke, or animals during the process of conducting field work.

Contact with the public in home or office environments may risk exposure to irrational/hostile behavior, contagious diseases or contact with animals.

Per ORS 308.015 the training period for this position shall not exceed two years, yet a minimum of one year is likely.

Employees must be able to perform the essential functions of this classification with or without accommodation.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned. This job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.