

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

**In the Matter of the Promotion of an)
Employee)**

ORDER NO. 23246

WHEREAS, it is the recommendation of Kiley Wegner, County Assessor, that Jonathan Jantzi, currently an Appraiser Trainee, Salary Range D, Step 1, at \$3715/month, be promoted to the position of Appraiser I, Salary Range E, Step 1, at \$3934/month.

The job description for the new position 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 recommendation be in effect as of May 8, 2023.

DATED this 19th day of April, 2023.

BOARD OF CURRY COUNTY COMMISSIONERS

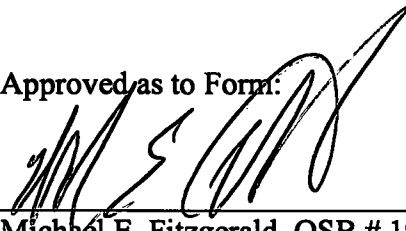


John Herzog, Chair



Brad Alcorn, Vice Chair

Approved as to Form:



Michael E. Fitzgerald, OSB # 192939
Curry County Legal Counsel



Jay Trost, Commissioner

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Property Appraiser I - Assessor's Office

EXEMPT: No

SALARY LEVEL: E

SUPERVISOR: Chief Deputy Assessor

PREPARED BY: Assessor

March 2023

POSITION SUMMARY:

An employee in this class is distinguished from the Property Appraiser II in that this is a trainee position working under the close supervision of the Chief Deputy Assessor. This position inspects properties and computes values of improvements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Physically inspects lands for type of topography, view, access, landscaping and other pertinent information.
2. Inspects properties to determine class, percentage of depreciation and functional use.
3. Computes values of improvements through cost approach in comparison with present market activity, utilizing Department of Revenue factor books and computer program.
4. Makes recommendations to senior property appraisers regarding the establishment of benchmarks relating properties to be appraised to those benchmarks, and in determining trends and averages.
5. Reads aerial photos, topography maps and government survey maps; and research deeds and letters of verification in an effort to arrive at realistic property values.
6. Answers questions from the public regarding appraisal values, market trends, sales, zoning, etc.

7. Works closely with senior property appraisers in preparing material for use in defending appeals to the Board of Property Tax Appeals, Department of Revenue and Oregon Tax Court.

- 8.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

This position does not supervise the work of others.

Work is performed under the supervision of the Chief Deputy Assessor who assigns and reviews work for conformance with established policy and procedures and results obtained.

On a specific assignment, a Property Appraiser I often works under the immediate supervision of a Property Appraiser II. After the initial training period has been concluded, incumbents will conduct property appraisals with a decreasing amount of supervision being necessary.

QUALIFICATION REQUIREMENTS:

Knowledge of . . .

- Real property appraisal methods and appropriate applications of recorded
- instruments such as deeds, mortgages and contracts
- Land mapping and surveying
- Geographic Information Systems and internet research tools

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
- Independently investigate assigned problems and recommend solutions
- Gather data.
- Successfully navigate between locations on a map
- Deal effectively with stress, interruptions and meet timelines

Additional skills:

- The use of Microsoft Excel, Word, Powerpoint and Outlook
- Accurately performing mathematical calculations.

EDUCATION AND/OR EXPERIENCE:

Two years' experience in an assessor or tax collector's office or related field such as real estate, banking, title, legal or management

Associate degree with major course work in economics, business or public administration, real estate, accounting, forestry, agriculture, planning or related field

Satisfactory combination of education, experience and training which demonstrates the ability to perform the above described duties.

Necessary Special Requirements:

- Pass test for Designation as a Registered Appraiser per ORS 308.010 within 90 days of hire date
- Possession of a valid Oregon Driver's License
- Must sign a Certificate of Confidentiality as required by ORS 308.413(3)

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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.

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

Travel, sometimes overnight and long distances to training and educational requirements as per ORS 308.010.

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

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