

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

**IN THE MATTER OF THE PROMOTION
OF AN EMPLOYEE**

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ORDER NO: 23029

WHEREAS, it is the recommendation of Jim Kolen, County Assessor, that Alexis L.M. Adkins currently an Appraiser Trainee, Salary Range D, Step 1, at \$3607 per month, be promoted to the position of Appraiser I, Salary Range E, Step 1, at \$3819 per month.

The job description for the new position is attached hereto and incorporated by reference.

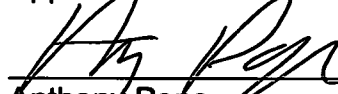
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of January 8, 2022.

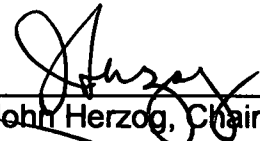
Dated this 5th day of January 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

Approved as to form:



Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher S Paasch, Vice Chair



Court Boice, Commissioner

1622

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Property Appraiser I - Assessor's Office

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

May 2021

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.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position may involve other duties which are not listed and which may be assigned as required.

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.

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ESSENTIAL DUTIES AND RESPONSIBILITIES: (continued)

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

SUPERVISORY RESPONSIBILITIES:

This position does not supervise the work of others.

SUPERVISION Received:

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.

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.

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

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Ability to - (cont.)

Gather data.

Successfully navigate between locations on a map

Deal effectively with stress, interruptions and meet timelines

Skill in –

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

Associates 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:

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.

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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.

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.