



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: PROPERTY APPRAISER TRAINEE**  
**DATE: OCTOBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	County Assessor	<b>JOB CODE:</b>	331
<b>SUPERVISOR:</b>	Chief Appraiser	<b>SALARY RANGE:</b>	24
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Assist in the appraisal of real and personal property using mass appraisal approaches, methods, and techniques. The goal of this position is to train and obtain registration as a Property Appraiser by the State of Oregon within two years through on-the-job training, seminars, and workshops.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Under the direction of a designated training coach, complete the assigned material and tests contained within the Oregon Department of Revenue’s Appraiser Trainee Program Coach’s Manual, document number 150-303-427 (7-96). Participate in the appraisal process as on the job training.

Assist in appraisals of personal and real properties including residential, recreational, rural, floating, and manufactured home properties. Appraise new construction and additions to existing structures with or without appointment or prior notice. Compute values of land and improvements when necessary.

Assist in field inspections of properties by physically examining land and buildings to determine size, class, quality, and locations. Observe depreciation, compare to benchmark properties, and make adjustments. Discover new buildings or additions not previously on the assessment and tax rolls. Use copies of building permits and manufactured home siting permits to aid in the discovery process.

Assist the general public by responding to inquiries regarding property tax laws, deferral programs, appraisal procedures, determination of market, and maximum assessed values, etc.

Maintain pertinent resource materials to help establish assessed values. Maintain records and files within section. May assist in the defense of appraisals before various appeal jurisdictions by providing higher classified appraisers with appropriate information.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position.

**SUPERVISION RECEIVED:** Work is performed under the general direction of the Chief Appraiser who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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**EDUCATION and/or EXPERIENCE:** Equivalent to a two-year degree in a related field. Two years' work experience in a related field. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

**DESIRABLE QUALIFICATIONS:** Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Registration as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010 within two years of employment. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Basic knowledge of the principles, practices, and methods of property appraisal and preparation and use of official records, such as deeds, mortgages and contracts, cadastral maps, and legal descriptions. Knowledge of mathematic principles sufficient to make accurate calculations of property valuation. Some knowledge of the fundamental principles of real property law.

Skill in general business software and Microsoft Office products.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Accurately appraise a variety of land holdings.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc., and driving or sitting in a vehicle for long periods of time during inspections.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Field work will expose the position to various weather conditions and terrains. Driving is a regular requirement of the position.



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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

*Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.*