



**COLUMBIA COUNTY, OREGON**

**JOB TITLE: SENIOR APPRAISER**

**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>	336
<b>SUPERVISOR:</b>	Chief Appraiser	<b>SALARY RANGE:</b>	27
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Appraise the full range, including the most complex real and personal property including commercial, industrial and floating property for tax assessment purposes using mass appraisal approaches, methods and techniques. Make calculations to determine market and maximum assessed values of property. Respond to inquiries from the public and prepare data for presentation.

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

Lead and conduct complex commercial and industrial field audits and property improvement inspections; gather and compile sales data, rental/lease information, including other pertinent appraisal facts from owners, agents, tenants and other associated parties; estimate machinery and equipment and industrial personal property value to determine industrial market value; develop, maintain and provide training for new appraisers in mass appraisal models; analyze and deconstruct/reconstruct income and expense information to determine market rents, capitalization rates and factors; qualify, process and administer the full range of property exemptions. Responsible for programs such as Enterprise Zone. Processing of all documents and applications that pertain to special programs and work with Zone sponsor to ensure compliance with State Law.

Assist the Chief Appraiser by leading staff members with technical appraisal support on advanced valuation elements, special projects, accuracy reviews, training new appraisers, evaluating projects & criteria on activities and establishing new processes. Conduct complex and difficult residential field audits, property improvement inspections and valuation calculations; provide recommendations for organizational strategies, priorities, practices, procedural and technology improvements and or modifications; perform statistical modeling analysis, process lot line adjustments, segregation activity, partition plats, zoning changes and determining tax assessable status of properties.

Coordinate, defend and prepare the County in all property type litigation as assigned at Property Values Appeals Board and/or the Oregon Tax Court hearings.

Maintain necessary registration as an appraiser which is required by the State of Oregon and County. Emphasis on leadership training.

Process omitted property and clerical error actions and conduct various types of complex reviews for taxpayers as requested by application.

Assist the general public by responding to inquiries regarding property tax laws, deferral programs, appraisal procedures, determination of market and maximum assessed values, etc. Handle complaints; explain appraisals, taxpayer rights, office procedures, Oregon tax laws and appraisal approaches and techniques; answer questions in writing and in person.

Maintain pertinent resource materials to help establish assessed values. Maintain records and files within section. Defend appraisals before various appeal jurisdictions.



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Perform all functions of a Property Appraiser I and II in addition to the duties listed.

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

Maintain regular attendance during the assigned work schedule as 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. This position may nominally supervise or assist other employees in training or be assigned as a project lead when needed.

**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 requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree in a related field. Five years' increasingly responsible experience as a property appraiser in an Oregon County Assessor's Office or five years' experience in property appraisal in the private sector, including some experience with more complex appraisal projects such as commercial, industrial, exempt properties, floating property or appeals. 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:** Must be certified or registered as a Property Appraiser. Must be registered as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010 within 90 days of employment. Must possess a valid driver's license and be insurable under the County's liability policy.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the principles, practices and methods of property appraisal and use of official records, such as deeds, mortgages and contracts, cadastral maps and legal descriptions.

Skill in general business software along with 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 judgement.
- Adapt flexibly to change or new situations and acknowledge and work through conflict openly. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.



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- Act in such a manner as to maintain the confidentiality of the records and issues and other matters which 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 are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the 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 the essential functions.

General office environment. Occasional field work will expose position to all weather conditions and a variety of terrains. Driving is a regular requirement of the position.

***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.***