

# COOS COUNTY JOB ANNOUNCEMENT

## Property Appraiser I Coos County Assessor's Office

\$3,594 - \$4,175 per month

An Offer of Employment made to the successful applicant for this position will be Conditional upon a DMV Driving History Report being conducted.

**DEPARTMENT:** Coos County Assessor's Office

**APPLICATION PROCEDURE:** Coos County application @ ([www.co.coos.or.us/hr](http://www.co.coos.or.us/hr))  
**REQUIRED.**

**Apply to:** Mail: Coos County Human Resources Department  
225 N. Adams Street  
Coquille, OR 97423

Fax: 541-396-1010  
Email: [humanresources@co.coos.or.us](mailto:humanresources@co.coos.or.us)

**CLOSING DATE:** Open Until Filled

**\*\*EOE\*\***

**Posted:** Coquille Courthouse  
County Website  
Indeed  
CHW Building  
Email all Coos County Employees

**NOTE:** Under provision of the Immigration Reform and Control Act of 1986, Coos County requires that any person hired or rehired to provide evidence of identity and eligibility for employment.

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Coos County Human Resources Department, Courthouse, 225 N. Adams St, Coquille, OR 97423. (541) 396-7580

## DESCRIPTION OF POSITION

Revision Date: 5/19/2020

<b>1.</b>	Current Classification Title: <b>Property Appraiser I</b>
<b>2.</b>	Working Title: <b>Property Appraiser I</b>
<b>3.</b>	Department: Assessor
<b>4.</b>	Pay Grade: 415 / Range 18 Position Is: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Extra Help <input type="checkbox"/> Seasonal <input type="checkbox"/> Other _____ Excluded from Bargaining Unit? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> AFSCME Eligible for Overtime? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>5.</b>	<b>What is the purpose of this position?</b>  This classification assists in a training capacity in the appraisal of real and/or personal property for the Coos County Assessor's Office, as well as any related work as required.
<b>6.</b>	<b>Essential functions of position:</b> (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position. Duties include, but are not limited to: <ul style="list-style-type: none"><li>• This classification is indirectly responsible for meeting goals and assignments for the department.</li><li>• Assist in appraisal of urban, rural, personal, or commercial/industrial properties for tax assessment.</li><li>• Inspect buildings and improvements, gather construction details, and review property descriptions by field inspection.</li><li>• Assist in preparing reports on inspection activities, appraisals, and evaluations.</li><li>• List personal property subject to taxation.</li><li>• Assist in determination of appraised values.</li><li>• Answer public inquiries relative to assessment values and pertinent appraisals.</li><li>• Operate a motor vehicle, computer, calculator, tape measure and digital camera.</li><li>• Operate digital automated equipment and systems; read maps, aerial photos and understand deed descriptions.</li><li>• Perform other duties as assigned.</li></ul>
<b>7.</b>	<b>Supervision:</b> <ul style="list-style-type: none"><li>• Works under the guidance of an Appraiser of higher grade who assigns and reviews work. Works under the supervision and evaluation of the Assessor, and/or Chief Deputy Assessor.</li><li>• Supervision exercised: None.</li></ul>
<b>8.</b>	<b>Working conditions of position.</b> Physical demands and work environment: <ul style="list-style-type: none"><li>• Both office setting and outdoor fieldwork; may require frequent walking, reaching, bending, climbing, lifting up to 25 pounds.</li><li>• Fieldwork requires full mobility in a construction environment, and involves everyday risks, discomforts, and adverse weather conditions requiring safety precautions.</li><li>• Regular and consistent attendance is required.</li></ul>

## DESCRIPTION OF POSITION

**9. List required special skills, licenses, certificates, etc.**

**BA/BS preferred:** engineering or business administration or related field, **OR** two years of college plus two years of experience in business/accounting/engineering/real estate/construction, or related field, **OR:** any satisfactory combination of equivalent education, training, and experience which demonstrates the knowledge, skills and ability to perform the above-described duties.

**Ability to:**

- Communicate effectively, both orally and written.
- Plan, coordinate, assign work, motivate, coordinate and maintain time schedules to meet goals and objectives.
- Must be able to accept supervision and adhere to County and Department policies and be able to follow oral and written instructions. Must comply with professional ethics, rules of conduct and confidentiality, and privacy laws. Must be able to establish and maintain harmonious working relationships with other employees and maintain effective interpersonal relationships with co-workers, subordinates and other agencies. Must maintain a positive attitude and represent the County and the Office in a positive manner.
- Work independently and efficiently to meet deadlines.
- Courteously meet and deal with the general public.
- Use reference manuals, mathematical calculations and statistical data to prepare meaningful reports.
- Relevant knowledge and experience in analytical problem solving;
- Must be able to obtain Property Appraiser certification (ORS 308.010) within 30 days of employment.
- Possess and maintain a valid Oregon driver's license.

- 10. Is operation of motor vehicle required?** Yes  No
- Frequent driving is required.

**11. List equipment, tools, machines used in performance of duties.**

- Motor vehicle, computer, camera, tape measure. Relevant education and experience in the use of necessary software (Microsoft Office: Excel, Word, Power Point, and Access);