

# **Job Description**

## **Columbia County Chief Deputy Appraiser**

### **Assessors Office**

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#### **Job Description**

Must be proficient in GIS computer mapping in order to maintain parcel data maps in the Assessor's Office. Ability to read and comprehend plat maps. Must have a working knowledge of residential and commercial building construction and be a State Department of Revenue accredited appraiser. If not accredited MUST have said accreditation within one year of the date of being hired.

Must have a working knowledge of land types within Columbia County.

Must be proficient in Microsoft Office products such as Word and Excel and the ability to learn and become proficient in the new CAMA and database software used in the Assessor/Treasurer offices.

This job requires the physical ability to drive and hike into remote areas to conduct physical inspections of property, the ability to accurately measure buildings and correctly note their attributes for appraisal purposes and the ability to sit for extended lengths of time while in the office. Must be able to complete work in a timely manner within the specified deadlines.

Must be courteous and willing to help the public when they come into the office or call on the phone. Must maintain a professional demeanor at all times. Must be willing to take on new duties and/or learn new procedures at any given time.

Applicant will be required to prepare and present information to the County Board of Equalization when property owners appeal a value.

See the following pages for more information.

## **Initial Requirements**

1. Required to obtain an appraisal accreditation within 1 year of hire.
2. Pass IAAO appraisal course 101 within 12 months of hire date.
3. Take additional courses to maintain credits necessary for appraiser status.
4. Take and pass test for USPAP (Uniform Standard Principles of Appraisal Practices). Must be completed within 3 years of passing the 101 course.
5. Complete other required Department of Revenue courses as necessary to maintain a high level of proficiency in the jobs listed below, such courses include but are not limited to senior citizen exemptions and audits of income, current use, fundamentals of the assessors office, USPAP updates every 4 years and GIS applications.

## **Yearly Revaluation Process**

1. Using an Excel spreadsheet determine a cost per square foot for various homes and other buildings by gathering sales data of all buildings of sales occurring within four years of the assessment date.
2. Double check square foot calculations on all the buildings in that revaluation cycle.
3. Check the building sheets for accuracy of types of buildings and amenities. Make an actual physical inspection of each building within that assigned cycle.
4. Take new digital photos if deemed necessary.
5. Download photos into the computer.
6. Enter building data into the CAMA system.
7. Determine a new value for each building.
8. Print out new value sheets.
9. Answer property owners questions via phone, mail and at the office counter after they receive their new value notices.

## **Yearly New Construction Process**

1. Track building permits for inspection purposes.
2. Go into the field and measure new construction and take pictures to download onto the office computer.
3. Calculate the percentage complete and the corresponding value of new construction for each building.
4. Calculate a value on all the new buildings.
5. This ranges from 100 to 250 building inspections each year.
6. Maintain a spreadsheet of building permits and new values by location, owner, tax code area and parcel number.
7. Answer property owners questions via phone, email or standard USPS mail and at the office counter after they receive their new value notices.

### **Property Segregations**

1. Run the legal descriptions mapping the new parcel on our mapping system checking for accuracy at the same time.
2. Split acres and/or square feet between the parcels.
3. Give to Deputy Assessor for computer input and their portion of the procedure.

### **Property Mergers**

1. Run the legal descriptions mapping the new parcel on our mapping system checking for accuracy at the same time.
2. Determine number of square feet or acres.
3. Give to Deputy Assessor for computer input and their portion of the procedure.

### **Surveys**

1. Input all surveys into the mapping database.
2. Check for accuracy and that surveys “close”.
3. Determine number of square feet or acres.
4. Give to Deputy Assessor for computer input and their portion of the procedure.
5. Place in corresponding survey binder book when deputy has completed their part.

### **Miscellaneous**

1. Research and answer numerous inquiries via phone calls, internet, fax, email and people walking into the office.
2. Other duties as assigned.