



COUNTY OF NYE

CLASS TITLE: PROPERTY APPRAISER I

BASIC FUNCTION:

Under direction of the Assessor and/or Chief Deputy Assessor conducts a wide variety of appraisals of real and/or personal property for tax assessment purposes; substantiates appraisals before taxpayers and/or the Board of Equalization.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Locates and identifies all taxable properties, real or personal.
2. Conducts field inspections of property site to collect and verify real or personal property data.
3. Classifies properties to the correct use codes: conducts computer data input of personal, real property, and agricultural land appraisal records.
4. Locates and appraises new construction and additions for tax rolls; investigates taxpayers complaints and inquiries.
5. Analyzes, interprets and documents required information to derive equitable and justifiable property appraisals for assigned real and personal properties.
6. Prepares appraisal reports detailing the process used to establish the value of the property including cost income or comparative sales approaches for commercial, agricultural, residential and industrial properties; collects different types of data that affects the value of real and personal property; completes the Marshall and Swift computer data forms.
7. As Personal Property Appraiser, corresponds with taxpayers and lien holders to resolve delinquent taxes. Mail, research and process personal property declarations.
8. Performs various clerical functions such as filing, typing letters, memos and other correspondence, answering telephone and directing calls.
9. Provide appeal forms to taxpayers or the Board of Property Tax Appeals, and also concise directions regarding the process and requirements pertaining to the hearing.
10. Prepares for and appears at County and/or State Board of Equalization appeal hearings; defends the assessed value of personal or real property and the methods applied.
11. Applies NRS regulations and guidelines as required.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Any combination equivalent to: graduation from high school or G.E.D. equivalency, and work experience closely related to the duties and responsibilities of the class.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid Nevada Class C driver's license. State of Nevada certification in Real and/or Personal Property Appraisers within two years of appointment.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Co-workers, taxpayers, Department of Taxation personnel, agricultural applicants, real estate agents, contractors, private appraisers, title, mortgage and escrow companies, banks and lending institutions.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Property appraisal environment – subject to outdoor field work, measuring, and walking.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Property appraiser setting – subject to extreme weather conditions, physical attacks by animals.

CONDITIONS OF EMPLOYMENT:

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Employment is contingent upon passing a drug screen.
3. Nye County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at www.uscis.gov
4. Nye County is an Equal Opportunity Employer.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee's Signature

Date Signed