



COUNTY OF NYE

CLASS TITLE: PROPERTY APPRAISER II

BASIC FUNCTION:

Under direction of the Assessor and/or the Office Manager, conducts appraisal work involving residential, multi-residential, commercial, industrial, rural properties, farms, aircraft, mobile homes, and other personal property, implementing and supporting all phases of associated appraisal work, including fieldwork, work-up standards, and adherence to procedures and regulations.

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 and personal.
2. Conducts on-site inspections.
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. Participates in fieldwork in association with reappraisal cycle of property.
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. 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.
8. 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: graduation from high school or G.E.D. equivalency, Certified Property Appraiser Certificate and/or work experience closely related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada Class C driver's license. Individuals must be state certified as 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 fieldwork, 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.