



## COUNTY OF NYE

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### **CLASS TITLE: SENIOR PROPERTY APPRAISER**

#### **BASIC FUNCTION:**

Under direction of the Assessor, conducts appraisals to determine equitable values for both real and personal property for taxation and to seek out new property to add to the rolls. Responsible for reviewing new methods or procedures for appraising and implementing those revisions.

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

1. Provides technical guidance to other appraisers and spot checks for accuracy.
2. Implements and maintains sales data bank for the purpose of monitoring and establishing area market trends in land sales.
3. Organizes, guides, and implements yearly appraisal cycle.
4. Provides technical support and data to outside departments and agencies as requested.
5. Analyzes, computes and submits annual land factors of non-appraisal areas to Nevada Department of Taxation.
6. Processes appeals to County Board of Equalization.
7. Presents and defends Assessor's position at Board of Equalization meetings.
8. Organizes, demonstrates, and implements changes in appraisal matters and the Personal Property Valuation System.
9. Maintains and implements software updates for Commercial and Residential Cost programs.
10. Conducts ongoing efforts to discover new construction.
11. Provides replies to taxpayer inquiries and complaints; promotes and maintains public relations with the public.
12. Prepares and renders appraisal opinions on publicly owned property as requested.
13. Assists and travels to branch offices to provide technical and statutory information and support.
14. Inputs data of appraisal records for personal and real property and prepares computer report runs.
15. Attends courses, seminars, to maintain continuing education hour in conjunction with maintenance of State Certification.

16. Maintains and distributes manuals and regulations 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 successful completion of a G.E.D. or high school proficiency exam and/or work experience directly related to the duties and responsibilities of the class and ability to provide work guidance to more junior classes.

**LICENSES:**

Valid Nevada driver's license to operate equipment. Certified Property Appraisers Certificate.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Property Appraiser and clerical support staff.

**CONTACTS:**

Supervisor, co-workers, public, outside agencies, fee appraisers, real estate agents, contractors, mortgage and escrow companies, banks and lending institutions, and Department of Taxation personnel.

**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 appraisal setting—subject to weather conditions.