



COUNTY OF NYE

CLASS TITLE: PERSONAL PROPERTY APPRAISER I

BASIC FUNCTION:

Under direction of the Assessor and/or Chief Deputy Assessor conducts a wide variety of appraisals of personal property, primarily aircraft, manufactured homes, billboards, and business personal property, for tax assessment purposes; and substantiates appraisals before taxpayers and/or the Boards of Equalization, as necessary. Performs clerical duties and responsibilities related to collections of delinquent personal property taxes for the Nye County Assessor's Office. Responsible to locate and/or visit delinquent personal property locations, tracking bankruptcy cases, filing claim forms, keeping in contact with bankruptcy courts for information, personal property work-up standards, and adherence to procedures and regulations, working with contractor hired to audit business personal property to maintain an efficient audit cycle.

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 personal property.
2. Conducts field inspections of property site to collect and verify personal property data as necessary.
3. Visit and audit business personal property in cooperation with contractor.
4. Conducts computer data input of personal property appraisal records.
5. Investigates taxpayers complaints and inquiries related to the appraisal of personal property.
6. Analyzes, interprets and documents required information to derive equitable and justifiable personal property appraisals.
7. Corresponds with taxpayers and lien holders to resolve delinquent taxes.
8. Responsible for the seizure and sale of delinquent personal property accounts.
9. Mail, research, and process personal property declarations.
10. Performs various clerical functions such as filing, typing letters, memos and other correspondence, answering telephone and directing calls.
11. Provide forms to taxpayers for the Board of Equalization tax appeals, and also concise directions regarding the process and requirements pertaining to the hearing.
12. Prepares for and appears at County and/or State Board of Equalization appeal hearings, or any other higher level of appeal hearing that might be sought; defends the assessed value of personal property and the methods applied.

13. 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 Personal Property Appraisal within two years of appointment. This is an apprentice position which will move the employee to grade eleven once State licensure is attained.

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.ucis.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