

Job Description

Cass County

Field Appraiser

Job Summary

Under general direction of County Assessor, to appraise for taxation purposes residential, multi-residential, commercial, and agricultural property within the county using state manuals, charts, and related reference materials. To assess property consistent with state law. To assist in the maintenance of departmental files and records, which list all property at its taxable value in accordance with standards prescribed by the proper authority, and perform related work as required.

Essential Functions

Appraise improved or unimproved real property to determine value. Interview persons familiar with property and immediate surroundings for construction, condition, and functional design and take property measurements. Consider factors such as depreciation, replacement cost, value comparison of similar property, and income potential, when computing final estimation of property value. Consider location and trends or impending changes that could influence future value of property. Search public records for transactions such as sales, leases, and assessments. Photograph property to assist in estimating property value, to substantiate findings, and to complete appraisal reports. Recommend measures to improve performance according to establishment policies and procedures.

Essential Duties

1. List and measure all types of property in the county in accordance with Iowa law.
2. Update and maintain field books and property record information on the CAMA system.
3. Input data into the administrative computer system.
4. Prepare various reports as required by the Assessor.
5. Provide, in-person or by telephone, answers to questions from property owners regarding assessment values, legal descriptions and related information maintained in the County Assessor's office.
6. Works in the office as needed, performing general office duties in providing information, researching and entering data and assisting with tax credit and exemption applications.
7. Attend schools, conferences and meetings as required by the Assessor.

8. Perform any and all other duties or responsibilities as directed by the Assessor.

Knowledge, Skills, and Abilities Required

Knowledge of:

State of Iowa laws pertaining to the assessment of property for taxation with emphasis on “market value” assessments as provided in Code section 441.

The state laws relating to tax exemption.

Taxpayer and property owner rights relative to the taxation of property.

Eligibility requirements for homestead and military credits, forest reserve, business property tax credit, and other state and federal credits.

Ability to:

Read and locate property descriptions from maps and other source materials.

Measure different types of construction and blueprints.

Tactfully and courteously, communicate in potentially volatile situations.

Qualifications

Graduation from high school or GED equivalency supplemented by post high school education or training in property assessment and appraisal and some practical experience in property assessment and appraisal practices, i.e. realtor, building construction, appraiser, etc.

Must have a valid driver’s license and insurance.

Work Environment

Work performed outside and inside. Work includes exposure to extreme temperatures, humidity, and dust. Frequent walking, kneeling, bending, and other movements may be required.

Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

The Assessor reserves the right to change or reassign job duties, or combine positions at any time.