
EMPLOYMENT ANNOUNCEMENT

Wasatch County Assessor's Office seeks full-time Certified Residential Appraiser. Grade N \$37.04-\$47.42 based on qualifications and experience. This position can work a part time schedule less than 19 hours per week or 20 hours to a full time 40 hours per week schedule such as a 4-10 work schedule. Benefits provided on a pro-rated basis beginning at 20 hours per week. The position works performing a variety of technical duties related to the appraisal of improved and unimproved rural, residential, commercial and industrial property to determine market value of tax purposes. Performs a variety of working levels: including inspection, valuation of improved and unimproved property, agriculture land. Must be able to determine values for tax roll purposes and be able to defend value. Must have knowledge of sales ratio studies and highest and best use of property. Requires certification as a Certified Residential Appraiser in good standing with the Utah Division of Real Estate. Wasatch County job applications and complete job description are available from the Wasatch County Personnel Office 55 S 500 E Heber City UT 84032 or www.wasatchcounty.gov/employment. Completed applications, including resume and copy of certification or license must be submitted to the Personnel Office. Position is open until filled. Wasatch County is an EOE.

WASATCH COUNTY JOB DESCRIPTION

TITLE: Certified Residential Appraiser
GRADE NUMBER: Grade N \$37.04-\$47.42
EFFECTIVE DATE: July 31, 2001 (Revised 01-2025)
DEPARTMENT: Assessor

JOB SUMMARY

Performs a variety of professional appraisals of improved and unimproved rural, residential property to determine market value for county tax purposes. This can be a part time position working up to 19 hours per week or a full time position offering a 4-10 flexible work schedule.

STEP AND GRADE CHARACTERISTICS

This is a Certified Residential Appraiser classification level.

ESSENTIAL FUNCTIONS

Conducts appraisal and reappraisal efforts of residential and rural properties; assists in scheduling appraisal workload in establishing appraisal priorities; provides assistance to county assessor personnel responsible for processing appraisal results.

Surveys county building activity for new construction or improvements; reviews application for construction and building permits; locates and analyses changes in land use and makes appropriate adjustments in property appraisals.

Performs detailed appraisal of rural, residential, commercial property to arrive at estimated fair market value; records appraisal information on standardized report forms; reviews appraisal decision for appraisal consistency to assure equity between tax payers.

Interviews persons familiar with property, takes measurements and makes sketches of the same; inspects property for construction, condition, and functional design; compiles data according to specific methods in order to determine "percent good".

Maintains current files and records on property sales within the county in order to monitor trends on impending changes in property market value.

Travels through designated areas being alert to new construction and land development; researches building permits records, sales and leases, plat and tax rolls; locates new property developments, contacts property owners to arrange for appraisals.

Responds to questions from property owners related to the evaluation and assessment of property in conjunction with Board of Equalization process; may be required to testify in court in support of appraisal decisions.

Operates computer in calculating appraisal values; enters property variables and determines appropriate appraisal values.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of terminology unique to the appraisal field. Knowledge of current principles, procedures, techniques and approaches to value used in the appraisal of real and personal property. Knowledge of tax laws of the State of Utah as they relate to property tax. Knowledge of taxing processes and interrelationship with other county offices. Knowledge of material quality and cost of construction. Knowledge of agricultural methods and practices. Working knowledge of agricultural methods and practices; working knowledge of appraisal methodologies related to market, cost and income.

Ability to visually observe the details of property and arrive at an accurate and equitable appraisal. Ability to apply appropriate methods of valuation. Ability to make mathematical calculations in determining percentages, volumes, areas, etc. Ability to make judgment decisions in the appraisal process. Ability to read legal descriptions, deeds, plat books, maps, and blue prints. Ability to operate a variety of tools and equipment including general office equipment, camera, drafting instruments, measuring devices, etc. Ability to communicate effectively verbally and in writing. Ability to develop and maintain effective working relationships with the public, fellow employees, and supervisors. Ability to interpret, develop and analyze cost manual used in appraisal of property.

PHYSICAL DEMANDS

Typically sit at a desk or table. Regularly walk, stand, or stoop. Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds. Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces. Regularly drives a motor vehicle and work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room. Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather and work exposes incumbent to possible bodily injury while conducting fieldwork.

EDUCATION AND EXPERIENCE

Designation as a Certified Residential Appraiser with the Utah Division of Real Estate.

LICENSING AND CERTIFICATION

Must possess a valid State of Utah Driver's License.

****This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge skills.**