

## Marshall County Job Description

**Job Title:** Appraiser

**Department:** Director of Equalization Office (Assessors Office)

**Supervisor:** Director of Equalization

### **Position Summary:**

Under the direct supervision of the Director of Equalization, this position will perform data entry functions, perform maintenance of property records and assist in the various daily operations involved in establishing real property values for tax assessment purposes.

### **Duties & Responsibilities:**

1. Assist taxpayers, appraisers and other customers.
2. Assist with sales ratio functions.
3. Compile and create reports and visuals for sales data analysis.
4. Assist DOE with field work including compiling data and measuring buildings/improvements.
5. Compile and record data collected from field work.
6. Maintain accurate records and files on all property in Marshall County.
7. Assist with implementation of GIS system and perform ongoing maintenance, improvements and management thereafter.
8. Perform other duties as assigned.

### **Minimum Qualifications, Knowledge, Skills & Abilities:**

1. High school diploma or equivalent.
2. Advanced computer experience. Must be knowledgeable of computer spreadsheets and word processors such as Microsoft Excel & Word.
3. Ability to read legal descriptions and interpret state laws governing the assessment process.
4. Ability to communicate effectively both orally and in writing.
5. Ability to establish and maintain effective working relationships with employees, other agencies and the public.
6. Ability to maintain professional appearance and demeanor.
7. Strong knowledge with math and statistics.
8. Ability to obtain CAA certification within one year from when prescribed by the DOE.
9. Possess a valid driver's license.

**Preferred Qualifications:**

1. Bachelor's Degree in Business Administration or equivalent.
2. Appraisal, real estate and/or construction experience.
3. Working knowledge of state laws governing the assessment of real property taxes.

**Physical Requirements:**

Work is performed in an outdoor and indoor setting. Work is often performed in cold or inclement weather and is often performed on construction worksites. Work may require extensive walking and often times on unstable soil conditions and steep slopes. Employee may be exposed to dust, dirt, grease, etc. Work involves significant driving in variety of areas throughout Marshall County.