

## JOB OVERVIEW

**JOB TITLE**  
**DEPARTMENT**  
**SUPERVISION RECEIVED**  
**SUPERVISION EXERCISED**

Field Appraiser  
Assessor  
Works under general supervision of the Assessor and Deputy Assessor.  
None

### OVERVIEW OF THE POSITION

Conducts field reviews of residential and commercial property to provide information for the valuation of property for assessment purposes.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts an in-depth audit to verify location of property and documents any changes with photographs and detailed measurements. Prepares specific descriptions of properties.
- Enters information obtained from on-site inspection into computerized system
- Assists in the verification of computerized value assessments.

### TRAINING AND EXPERIENCE

**Minimum education:** High School Diploma or GED equivalent.

**Certificates or licenses:** None at time of hire. Ability to attend various job related training classes.

**Special job-related requirements:** Valid driver's license and reliable vehicle.

**Special training or experience:** None.

### SKILLS & ABILITIES

- Ability to read and understand written materials and compose information/instruction in written form.
- Ability to remember schedules, programs, policies and other details, and apply good time management and organization skills.
- Must be able to understand and perform mathematical computations.

### EQUIPMENT USED

Vehicles, computers, telephones, copiers, fax machines, and other related office equipment; calculator, tape measure, and photographic equipment.

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to reach with hands and arms; stand; walk; and use hands to handle, feel, or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

### WORK ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may travel to property sites; may work under stress of deadlines. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.