



CLASS SPECIFICATION

Class Title: Real Property Appraiser Trainee
Department: Assessor

Class Code: 2274
Eff. Date: 01/01/02
Grade: 16
Revised: 06/01/18

GENERAL PURPOSE

Under general supervision from the Team Leader, performs technical assessment work (including appraisals of vacant land, condominiums, improved residential parcels, income producing parcels) within Davis County.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Travels to property sites and obtains data to determine the type of structure involved; performs physical inspection of exterior and interior of buildings, photographing property, and recording qualitative and quantitative data, as well as intended use of the property. Reviews plans and specifications as necessary.

Accurately collects and analyzes sales and rental information for all types of properties to be used in the valuation of real property within Davis County.

Appraises all types of real property using current appraisal techniques and computer systems, methods, mathematical formulas and the various recognized approaches. Analyzes the various physical, economic, social and environmental factors that affect value and correlate the different approaches.

Prepares appraisals conforming to the "Uniform Standards of Professional Appraisal Practice" (USPAP) as outlined by the licensing division of the Department of Commerce and the Federal Government; defends the appraised value before the County Board of Equalization, the Utah State Tax Commission and various levels in the Judicial Courts as an expert witness.

Uses computer programs to develop queries to locate appraisal problems and inconsistencies; uses financial and appraisal software and makes modifications to the queries for individual properties.

Develops land values for all classes of property using a variety of land valuation techniques including analyzing vacant land sales, extraction, and land to building ratios.

Responds to questions from property owners regarding appraisals and assessments.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation plus one (1) year of full-time experience related to real estate marketing, appraising, real estate title, building construction, or a closely related field. An acceptable combination of education and experience may be considered. An Associate's degree (in any field) or possession of a

valid license for real property appraiser, real estate sales agent or real estate broker may be substituted for the required experience.

Preference given for a college degree or for completion of 75 hours of State approved education from a certified appraisal pre-license school.

2. Special Qualifications:

Must register as an Appraiser Trainee through the Utah Department of Commerce Real Estate Division within twelve (12) months of hire date.

Must become a Licensed Appraiser with the Utah Department of Commerce Real Estate Division within three (3) years of hire date.

Must obtain Ad Valorem Residential Real Property Appraiser Designation by the Utah State Tax Commission within three (3) years of hire date.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah driver license within sixty (60) days of hire date.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

General knowledge of: real estate, construction, or real property appraisal, building trades and construction terminology, applicable computer software including spreadsheets and word processing.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: walk over and around rough, uneven, steep, and otherwise unimproved ground; walk up and down stairs; work outside in inclement (hot and cold) weather conditions; tabulate results following standard guidelines; exercise sound judgment; use mathematics in calculating square footage; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.