



# **JOB POSTING**

## **APPRAISER I**

### **ASSESSOR**

**Applications will be accepted until the position is filled.**

#### **JOB SUMMARY:**

The Appraiser is responsible for assessing real estate property in Taney County.

#### **RESPONSIBILITIES AND DUTIES**

- Drive a county vehicle, locate, measure, and grade improvements to property.
- Complete site inspection of each property
- Conduct interview with owner/occupant-measure, sketch, coding of all land and building characteristics
- Perform research on current market sales and calculate appraisals for residential, commercial and industrial properties
- Assist with splitting parcels
- Answer customer questions on real estate appraisals and valuation in person and by phone
- Defend appraisals at Equalization Board, County and Circuit Court hearings and trials
- Train and assist Appraisal Assistant-Data Collector
- Grade and calculate the depreciation of improvements by measuring and inspecting exterior of structures and interior when possible.
- Obtain building permits to aid the discovery process
- Audit real estate assessments to correct errors-evaluating exempt property
- Perform any other duties as needed and assigned

#### **QUALIFICATIONS AND SKILLS**

- Knowledge of Public Land Survey System
- Strong communication skills and very detail oriented
- Real Estate/Construction costing Experience
- Ability to traverse steep/rough terrain in all types of weather
- Proficient in Windows, Excel, Word, Access, Apex sketching software

#### **REQUIREMENTS**

- Attendance is key
- Valid Driver's License
- Must pass background check and drug screening
- High School Diploma or GED

**SALARY:** \$ 14.00 to \$16.00 per hour; depending on experience

**STATUS:** Full Time, 40 hours per week

**Taney County is a substance free, Equal Employment Opportunity Employer (EEOE).**

**Applications can be obtained at [www.taneycounty.org](http://www.taneycounty.org).**

**For information, please call (417) 546-7285.**