



JOB POSTING

COMMERCIAL APPRAISAL SUPERVISOR

ASSESSOR

Applications will be accepted until the position is filled.

JOB SUMMARY:

Supervision of the real estate staff to ensure all properties are assessed properly within Taney County

RESPONSIBILITIES AND DUTIES

- Locate, measure and grade improvements to property.
- Research current market sales and calculate appraisals for commercial and industrial properties.
- Assist with land splits, locating improvements, repricing land values and correcting mapping errors.
- Appraise land using comparable sales-research current market sales
- Assist customers in office and over the phone.
- Defend appraisals at BOE, State & Circuit Court hearings and adjust values according to determination.
- Oversee established training programs and assist other appraisers in valuation, appraisal and office operations.
- Grade and calculate the depreciation of Improvements.

REQUIREMENTS

- High School Diploma or GED
- Have a current driver's license
- Must be able to pass a background check and drug screening
- Experience working with Computer Assisted Mass Appraisal Software; ESRI's software
- Working knowledge of Microsoft Word, PowerPoint, Excel, Access; Apex sketching software & Adobe Reader
- Ability to produce basic spreadsheets
- Ability to multi-task
- Be able to work outdoors in all weather & terrain
- Dependable & responsible work ethic
- Broad knowledge of fields such as accounting, marketing, business administration, finance etc. that is equivalent to a 4 year college degree, plus 5 years related experience and/or training, and 2 years related management experience or equivalent combination of education and experience.
- International Association of Assessing Officers professional designation and/or Certified Fee Appraisal License through the Missouri Appraisal Licensing Board.
- Commercial Knowledge

DESIRED SKILLS

- Previous office experience
- Exhibit competency in typing & 10 key data entry
- Self-motivated

SALARY: \$18.00-\$22.00 (depending on experience)

STATUS: Full Time, Monday- Friday

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

Applications can be obtained at www.taneycounty.org.

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