



JOB POSTING

Appraiser 1

ASSESSOR'S OFFICE

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: \$ 15.00 per hour

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.

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