



# **JOB POSTING**

## **APPRAISER I**

### **ASSESSOR'S OFFICE**

**Application Deadline: Open until position is filled**

#### **JOB SUMMARY**

The Appraiser plays a vital role in assessing real estate properties within Taney County. This position involves conducting property inspections, analyzing market data, and performing appraisals. This is an entry-level position. (you will be trained)

#### **RESPONSIBILITIES AND DUTIES**

- Drive a county vehicle, locate, measure, and grade improvements to property
- Complete site inspection of each property, including taking photographs
- 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 (you will be trained but basic math skills are required)
- Answer customer questions on real estate appraisals and valuation in person and by phone
- Audit real estate assessments to correct errors
- Perform any other duties as needed and assigned

#### **QUALIFICATIONS AND SKILLS**

- Knowledge of reading a map
- Strong communication skills and very detail oriented
- Real Estate/Construction Experience
- Ability to traverse steep/rough terrain in all types of weather
- Proficient in Windows, Excel, and Word  
(you will be trained for Apex sketching software and the county CAMA system)

#### **REQUIREMENTS**

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

**SALARY:** \$16.00 - \$17.00 / hour + [Benefits](#)

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

Taney County is an Equal Employment Opportunity Employer (EEOE) & substance-free workplace. Applications are available in Human Resources or downloaded from [www.taneycounty.org](http://www.taneycounty.org). For further information, please contact [Human Resources](#) at (417) 546-7237

**Posted:** April 1, 2024    **Initials:** DM