

Morgan County VACANCY ANNOUNCEMENT

POSITION: APPRAISER (2 positions available)

DEPARTMENT: ASSESSOR'S OFFICE

Application Requirements:

Please submit FULLY COMPLETED application, letters of reference, or any transcripts of college coursework that is applicable. You may attach any information that may enhance your application. Direct all material and correspondence to:

Fort Morgan Work Force Center
426 Ensign St
Fort Morgan, CO 80701

SALARY: \$2,218.00 per month and up depending on qualifications.

Morgan County Government offers a complete benefit package: includes health, vision, life insurance and retirement plan.

VACANCY CLOSING DATE: Until Filled

APPROXIMATE STARTING DATE: ASAP

Please refer to job description for duties and qualification summary and other important information.

Morgan County is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, age, gender, gender identity, political affiliation, national origin, sexual orientation, disability, genetic information, veteran status, or any other legally protected status. Candidates whose disabilities make them unable to meet the requirements of the position will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodations.

MORGAN COUNTY POSITION DESCRIPTION

TITLE <u>Appraiser</u>	GRADE <u>5</u>
DEPARTMENT <u>Assessor</u>	DIVISION <u>Professional & Admin.</u>
EXEMPT/NON-EXEMPT <u>Non-exempt</u>	REVISED <u>September 1, 2017</u>

GENERAL STATEMENT OF DUTIES:

This is the pre-licensed appraisal level in assessment or extensive assessors office experienced non-licensed appraiser. Primary responsibility is field data gathering and implementation into computer system. Required to assist public and assessor personnel in accordance with property descriptions guidelines and office procedures established. Experience in customer relations. 60% in field and 40% office time. Direct supervisor is the Chief Appraiser.

ESSENTIAL JOB FUNCTIONS:

- ◆ Conduct field studies and appraisals of residential and agricultural properties.
- ◆ Gather information concerning land and improvements; measure and plot land and improvements; enter property characteristics into the computer system.
- ◆ Make and verify computations involved in market estimating and appraising.
- ◆ Prepare letters and reports as requested.
- ◆ Meet the public and answer questions concerning inspections done.
- ◆ Perform related duties as assigned.
- ◆ Ability to work in adverse weather conditions.

ESSENTIAL JOB SKILLS:

- ◆ Knowledge of basic principles of land economics.
- ◆ Knowledge of building materials, practices, and terminology.
- ◆ Knowledge of principles of property appraisal.
- ◆ Computer literacy.
- ◆ Ability to communicate clearly and concisely, both orally and in writing.

- ◆ Ability to assemble data and make arithmetic calculations, charts, and descriptions in connection with appraisal work.
- ◆ Ability to establish and maintain effective work relationships with those contacted in the course of work.
- ◆ Ability to apply the principles and techniques of property appraisal.
- ◆ Ability to read and interpret legal descriptions and variety of maps.
- ◆ Ability to work with public and other county employees as well as independently.
- ◆ Ability to handle numerous responsibilities simultaneously.
- ◆ Ability to use office equipment such as computer terminal, copier, fax machine, recorder, and 10 key calculator.
- ◆ Excellent language skills (spelling, grammar, and punctuation).
- ◆ Strong verbal and interpersonal skills.

EXPERIENCE:

Strong knowledge of improvement construction and materials.

Previous customer relations experience.

Knowledge of Real Estate Sales concepts.

Extensive computer operation experience. Windows environment.

EDUCATION:

Possession of a Associates College Degree.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate valid Colorado driver's license.

Ability to obtain or possess a Colorado Advalorm License in 2 years of employment.

WORK ENVIRONMENT:

Work is generally confined to a standard office environment and field work.

PHYSICAL DEMANDS:

The following are some of the physical demands commonly associated with this position.

- ◆ **VISION** - Individual must be able to read handwritten or printed material, and read from a computer monitor.
- ◆ **HEARING** - Individual must possess average hearing ability. The noise level in the work environment is usually moderate.
- ◆ **LIFTING** - Must be able to lift, carry, push or pull a minimum of 25 pounds.
- ◆ **MOBILITY** - Spends 40% of the time sitting, 40% standing, and 20% walking while operating in the office. Occasionally* stoops, kneels, balances, reaches, crawls, and crouches while performing manual office duties.
- ◆ **DEXTERITY** - Frequent* use of eye, hand, and finger coordination enabling the use of automated office machinery.
- ◆ **COMMUNICATION** - Individual must be able to clearly understand the English language and be understood while speaking the English language.
- ◆ **DRIVING** - Individual must be able to operate a motor vehicle.

*Occasionally: Activity exists less than 1/3 of the time.

*Frequently : Activity exists between 1/3 and 2/3 of the time.

*Constantly : Activity exists more than 2/3 of the time.

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Employee Signature:	Date:
Human Resources Signature:	Date: