



## ASSESSOR'S OFFICE

500 W. 4<sup>th</sup> St, Room 107

Hastings, NE 68901

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[www.adamscounty.org](http://www.adamscounty.org)

January 8, 2018

## Associate Appraiser Job Description

**Description:** Under general supervision, assist the Senior Appraiser in gathering and researching appropriate data for determining market value of locally assessed property. Perform physical inspection of properties, collect appropriate data, interview property owners, prepare field sketches, determine property classifications, and utilize standard valuation techniques. Real estate or construction experience will be helpful.

**Examples of Work:** (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

- Assist Head Appraiser with establishing the value of real property through review of records and interviews with property owners, builders, real estate brokers, etc.
- Follow established guidelines with regard to valuation of real property.
- Assist Head Appraiser and independently be able to determine market value through physical inspections, drive-by comparisons and interviews with buyers, sellers, and agents.
- Record descriptions in the field, including type and class of property, improvements, area measurements, and other related information.
- Enter data into Computer Automated Mass Appraisal system.

**Full Performance Knowledge, Abilities, and Skills Required:** (These may be acquired on the job and are needed to perform the work assigned.)

- Knowledge of principles, methods, practices, techniques, and the statutes governing real property assessment.
- Ability to organize, analyze, and interpret information.

**Entry Knowledge, Abilities, and Skills Required:** (Applicants may be screened for possession of these through written, oral, performance, and/or other evaluations.)

- Knowledge of surveying, GIS mapping, zoning and architectural design as they apply to appraisals.
- Ability to gather facts and maintain records; establish and maintain effective working relationships; communicate effectively; accurately perform moderately complex mathematical calculations.
- Proficiency in Excel.

**Job Preparation Guidelines:** (Entry knowledge, abilities, and/or other skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

- High school education or equivalent, plus course work/training and/or experience; in appraisal, real estate, law, math, business administration, public administration, or related field.
- Experience measuring, calculating, reading maps, understanding legal descriptions, utilizing cost manuals, and working with the public
- Experience in basic appraisal and statistical analysis preferred.

Please submit application **WITH** resume and references by February 9<sup>th</sup>, 2018.

Starting wage \$14.50/hr + benefits