PROPERTY APPRAISER TECHNICIAN

POSITION SUMMARY

Performs paraprofessional research, clerical and data processing work relating to property appraisal activities in the Assessing office.

RESPONSIBILITIES

Essential Duties:

- Provides detailed accurate property information and specifications. Provides information regarding legal descriptions, lot sizes, property values, estimated taxes, and improvements. Responds to citizen inquiries and complaints referring citizens to City Assessor as necessary.
- Performs in-office procedures, data entry, filing, indexing and coordinating records.
- Performs lot combinations or split changes for property deeds, creates new parcels upon receipt of property maps, assigns parcel numbers and calculates new lot sizes.
- Assists City Assessor in preparing sales ratio studies for city, county and state equalization meetings.
- Processes property tax credit applications.
- Assists City Assessor in the property appraisal process.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills and Abilities:

- Customer service techniques and phone etiquette;
- Accounting and statistical concepts;
- Market research techniques;
- Basic appraising methods and techniques.
- Calculating property values;
- Using a variety of office equipment and related applications;
- Writing clear and concise reports and memos;
- Resolving problems;
- Maintaining accurate files and records;
- Collecting and analyzing data;
- Interacting with government regulatory agencies;

Judgment/Decision Making:

- Performs tasks and duties under general supervision, using established policies and procedures and some innovation.
- Chooses from limited alternatives to resolve problems. Refers unusual problems to supervisor.
- Occasional independent judgment is required to complete work assignments.
- Makes recommendations to procedures, policies, and practices.

RELATIONSHIPS

PROPERTY APPRAISER TECHNICIAN

Leadership:

- May be assigned as lead worker over other personnel.;
- May assist with training of other staff members.

Relations to Others:

- Position requires regular contact with employees and the public.
- Requires moderate communication skills to ensure employee or applicant requests are understood, documented, and addressed as necessary.
- Communications are generally one-on-one, but may occasionally involve small groups of people.

SKILLS

Education and Experience:

- High School Diploma or General Equivalency Diploma (G.E.D.)
- Two years of clerical, administrative support, research, or related experience;
- Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements (position requirements at entry):

- Valid Drivers License

Working Environment:

- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions.
- Physical demands are usually limited to sitting or standing in one location much of the time. Use of hands and fingers to handle or feel and to manipulate keys on a keyboard.
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, stoop, kneel, crouch or crawl, lifting of objects of 50 lbs occasionally may be required. Vision abilities required by this job include close vision.
- Work related travel is minimal.

Classification: Grade 12 (G-12)
FLSA: Non-Exempt
Updated to new format: 1/2/13
Approved by CSC: 1/4/13
Updated: 6/18/19 by Assessor Hirschfeld, HR Nameniuk., 6/3/2021 by Assessor Hirschfeld, HR Nameniuk. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.