

## Job Description

**Job Title: Field Appraiser**

**Prepared By: County Assessor**

**Classification: Full-time**

**Prepared Date: May 12, 2015**

**Department: Assessor**

**Approved By: Human Resources**

**Reports To: Assessor/Senior Field**

**Approved Date: 2/3/2016**

**Location: 525 E. Grand Ave.**

**FLSA Status: Non-Exempt**

**Job Summary:** To perform a variety of duties involved in the appraisal of real estate at fair market value based on gathered data and market conditions both in the field and office.

### **Essential Duties and Responsibilities:**

- Performs field inspections of improvements within Albany County, this includes working with property owners when present, collecting data using State and County guidelines and procedures, sketching all improvements to scale, and making qualified judgments regarding the quality and condition of each improvement.
- Ensures assessments accurately and fairly reflect property values that are legally defensible to the County Board of Equalization.
- Measures and photographs all structures in sufficient detail and accuracy.
- Enter data collected from inspections into the State of Wyoming Computer Assisted Mass Appraisal system efficiently and accurately. Accuracy level must be at a 90% or above.
- Use a mapping system while in the field to direct partner to any given property at any given time.
- Operate a County vehicle and observe all traffic laws and regulations.
- Track and enter city and county building permits.
- Read and fully understands both Marshall & Swift Handbooks and Field Manual.
- Performs other duties as assigned or required.

### **Education/ Training/ Experience:**

High School Diploma or equivalent. Must have a valid driver's license and be able to work in all weather conditions. Have a basic knowledge of computers. Must obtain and maintain a Permanent Certification of Property Tax Appraiser issued by the State of Wyoming within two years of employment.