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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Assessor's Office	CLASSIFICATION:	339
SUPERVISOR:	County Assessor	SALARY RANGE:	26
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform ratio and indexing studies as required. Assist in reappraisal/recalculation setups. Maintain current/create new MS Access/VBA Applications. Train staff as needed on various computer programs. Maintain web pages for the Assessor's Office. Perform complex queries and export requested data from Assessment & Taxation (ORCATS) Database tables. Assist with GIS and mapping maintenance. Do related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Conduct annual ratio study as required by statutes and Department of Revenue guidelines to arrive at selective adjustments in real market value for all properties. Apply and verify trend factors in ORCATS annually. Collect and maintain records of other market data, such as time adjustments studies, local cost modifier, rental data, sales on special use properties, mobile homes, and income and expense data.

Collect as well as train and assist appraisal staff in collection, evaluation and confirmation of sales data on property located in Columbia County. Maintain and upload sales listings quarterly on website for general public use.

Assist and oversee appraisal staff in analyzing sales data to develop cost factor book modifiers, depreciation schedules and land valuation for properties being reappraised. Convert land schedules to lump sum plus rate for each land size and enter land tables and adjustments into ORCATS. Update other ORCATS data tables as needed.

Assist appraisal staff as needed in conducting field appraisals on a wide variety of real and personal property. Defend assessed values at hearings with written or verbal testimony.

Review and maintain property classification program.

Create and maintain user-friendly MS Access Applications using VBA on a combination of linked ORCATS tables and local Access tables as needed to enhance the efficiency and productivity of the Assessor's Office mandated duties. This requires working closely with non-technical staff members to ensure programs are working as intended.

Act as liaison between Assessor's Office and County IT Department. Perform preliminary review of simple staff computer issues including those that can be resolved with simple user intervention. Determine if problem requires assistance with either Columbia County IT Department for local network/software issues or Helion Support Services for ORCATS

assessment and taxation software issues. Work closely with IT and/or Helion to resolve problems. This duty does not include the installation of any hardware or software unless authorized in advance by IT.

Assist the public by responding to inquiries regarding property tax laws, deferral programs, appraisal procedures, determination of market and maximum assessed values, etc.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position. However, the position may be involved in the training and orientation of similar or lower classified appraisers and office staff.

**SUPERVISION RECEIVED:** Works under the general direction of the County Assessor who assigns and evaluates work for conformance to established procedures and methods.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in related field and five years related work experience. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be accepted.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Certified or registered as a property appraiser. Must be able to obtain Registration as a qualified appraiser by the State of Oregon under the provisions of ORS 308.010 within 90 days of employment. Possession of an appropriate driver's license and must be insurable under the County's liability coverage.

**KNOWLEDGE, SKILL AND ABILITY:** Advanced knowledge of database application design, preferably using MS Access and VBA. Considerable knowledge of general office software such as word processing and spreadsheets. Broad knowledge of data analysis principles and techniques and real estate and economics. Knowledge of practices and procedures used in residential, commercial, farm, mobile home and land appraisals. Knowledge of recorded instruments such as deeds, mortgages and contracts. Knowledge of GIS software and mapping practices. Familiarity with computers and general business software such as word processing, spreadsheets and databases.

Ability to communicate effectively both verbally and in writing. Ability to make clear, concise recommendations and reports. Ability to make accurate mathematical and statistical calculations. Ability to comprehend and interpret laws, rules and regulations and to read maps associated with various appraisal activities. Ability to analyze a variety of data for the purpose of determining its distinctive characteristics and its similarity or dissimilarity to benchmark data. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands for the position while in the office are minimal, involving the movement of files, books, equipment, etc., seldom exceeding 20 pounds. Field activity requires additional physical demands, such as bending, stooping, climbing, etc. during inspections. Driving is occasionally required.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. The performance of field work requires walking over various terrain or other hazards and exposure to all weather conditions.