

# LINN COUNTY CLASSIFICATION

**TITLE: CHIEF APPRAISER**

**NUMBER: 076**

**APPROVAL ORDER NUMBER: 2024-115**

**PAY RANGE: 22**

**DATE: MARCH 26, 2024**

**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, assign, supervise and coordinate the work of subordinate personnel in the appraisal of urban, rural, personal and commercial property for assessment purposes; plan and develop appraisal policies.

SUPERVISION RECEIVED: Works under the direction of the County Assessor who outlines board policies and objectives and reviews performance for program progress and results obtained.

SUPERVISION EXERCISED: Exercises full supervision over all subordinate appraisal personnel; may assume the duties of the Assessor when the Assessor is absent; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise and advise subordinate section heads and appraisers in appraisal work and provide instruction on proper valuation methods; review work for conformance to standards and compliance with proper appraisal techniques and methods and assist in the selection and training of new employees.
2. Review with the Board of Property Tax Appeals, appraisals under appeal and present appeals and related data. Supervise and participate in appeals to the Department of Revenue and Tax Court.
3. Assist and advise the Assessor in all phases of valuation. Plan, direct and coordinate policy procedures and development among and within the various sections of the department. Interpret policies, working methods and improvements.
4. Conduct and supervise various studies and field surveys for replacement cost data, cycle reappraisals, economic trends, sales and other related studies as required.
5. Answer inquiries of the public related to the procedures and specifics of appraisals.
6. Maintain contacts with lending agencies, realtors, construction companies, government agencies and associations concerned with real estate to keep abreast of current thought and developments in property valuation.

7. Review and interpret Oregon Revised Statutes and Oregon Administrative Rules and determine impact of new legislation pertaining to Assessment and Taxation. Ensure implementation and compliance of all related statutes and administrative rules.
8. Assist in handling problems field appraisers have with troubled taxpayers including appraising the various properties of an unusual nature or requiring more experience in property appraisal.
9. Is responsible for conducting the statutory sales assessment ratio study and for implementation of legislative changes concerning assessment and taxation.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of the modern principles of real and personal property appraisal and/or mapping procedures. Thorough knowledge of taxation and property tax laws of the state. Thorough knowledge of the technical appraisal practices and procedures used in a field of specialization.

Considerable knowledge of real estate law and legal aspects of mortgage instruments. Considerable knowledge of design, blueprints, costs and construction methods. Considerable knowledge of farming operations, techniques and management.

Ability to make clear and concise reports and recommendations relating to appraisals and valuation activities. Ability to make accurate appraisals of a wide-variety of properties. Ability to assign work and supervise subordinate personnel. Ability to work effectively with other employees, assessment officials and the general public. Ability to communicate effectively both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING: Five years of progressively responsible experience in the appraisal of real and personal property including two years of work in mass appraising and two years of work with exposure in all phases of property appraisal; graduation from a four-year college or university with major coursework in economics, marketing, real estate or related field or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Certification as a qualified appraiser by the Department of Revenue under provisions of ORS 308.010. Possession of a motor vehicle operator's license and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop; use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.