

POSITION DESCRIPTION
COUNTY OF JOHNSON, INDIANA

POSITION: Certified Appraiser
DEPARTMENT: Assessor
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M - F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: August 2017 **STATUS:** Full-time
DATE REVISED: December 2023 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Certified Appraiser for the Assessor, responsible for the assessing of land and buildings of all classifications of real estate including field and office functions, reviewing taxpayer appeals of assessments and interacting with the public.

DUTIES:

Performs inspections of the construction sites, including meeting with the property owners when necessary, responds to taxpayer inquiries concerning any real property assessment questions relating to past, present, or future assessed values.

Reviews monthly permit reports from Johnson County Planning and other municipalities for newly built and remodeled real property. Travel to the municipalities to sketch and copy blueprints.

Applies department software knowledge to a variety of interrelated processes, tasks, and operations, as well as, utilizing and interpreting County GIS Software.

Completes Department forms and prepares correspondence and written reports as required and reads architectural blueprints necessary to determine assessed value of improvements.

Processes, prepares, and maintains property records such as computer files and property record cards, and applies assessing techniques and methods for process of mass appraisals regarding income producing property.

Maintains confidentiality of department information and records according to state requirements and serves the public with diplomacy and respect.

Performs related duties as assigned.

Work closely with supervisors to meet deadlines.

Office Safety Supervisor.

I. **JOB REQUIREMENTS:**

High school diploma, a level III Certified Indiana-Appraiser license, and retain the certification by completing all continuing education requirements as set by the Department of Local Government Finance.

Must be at least 18 years of age.

Working knowledge of state property assessment system and appeals process, and ability to provide technical guidance of assessment procedures to various boards. Working knowledge of real estate appraisal practices and real estate markets.

Working knowledge of standard office practices and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge and ability to make practical application of departmental policies, procedures, and legal requirements, and ability to prepare, process and maintain property records, including computer files, maps, and plats.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, calculator, fax machine, copier, fax machine, copier, telephone, tape measure, and surveyors' wheel.

Knowledge of Indiana Real Property Assessment Guideline, Indiana Code, Indiana Administrative Code, department policies, legal requirements, and terminology regarding real estate assessment.

Ability to use information sources such as Indiana Codes, MIBOR, Indiana Real Property Assessment guides, continuing education reference materials, Pictometry, Proval, MVP, Low, AS2 Software, general internet, IAAO standards, and DLGF memos.

Ability to comply with all employer and department policies and work rules, including but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to verify information and computations for consistency and accuracy, collect real estate, agricultural, and mobile home data according to International Association of Assessing Officers (IAAO) standards.

Ability to compare or observe similarities and differences between data, people, or things, compute and perform arithmetic operations, and compile, collate, or classify data.

Ability to analyze, evaluate, observe, diagnose, investigate, coordinate, place, make determinations, and take action based on data analysis.

Ability to effectively communicate in a courteous manner with co-workers, other County departments, sales disclosure department, Auditor's Office, Treasurer's Office, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work rapidly for long periods, memorize and retain instructions, apply knowledge of people and locations, plan and layout assigned work projects, compute/calculate, and read/interpret detailed blueprints.

Ability to count and make arithmetic additions/subtractions, prepare detailed reports, and plan and present public speaking presentations.

Ability to understand and carry out oral and written instructions and present findings in oral or written form.

Ability to work alone and with others in a team environment, work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions, often under time pressure.

Ability to occasionally work extended hours, weekends, evenings, and occasionally travel out of town, sometimes overnight, for continuing education classes and conferences.

Possession of a valid drivers' license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a broad array of duties, with interrelationships among them not self-evident. Analysis and independent judgment is needed in selecting the appropriate guidelines, instructions or rules to apply to specific tasks.

III. RESPONSIBILITY:

Incumbent applies standard departmental practices and policies to individual situations, with work priorities and schedules primarily determined by seasonal deadlines and service needs of the public. Work products are reviewed for compliance with legal requirements and effect on department goals/objectives. Incumbent receives indirect or occasional supervision. Decisions are regularly made in the absence of policy. Work errors are primarily detected through procedural safeguards and notification from other departments/companies/agencies. Work errors could result in loss of time to correct error, and/or loss of money to other agencies or the public.

IV. **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other county departments, sales disclosure department, Auditor's Office, Treasurer's Office, and the public for purposes of giving and receiving information, explaining and interpreting policies and procedures, exchanging ideas and information, and dealing with individuals.

Incumbent reports directly to the Assessor.

V. **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office, involving sitting and walking at will, sitting for long periods, walking on uneven terrain, working in wet/icy surroundings, standing/walking for long periods, responding to emergencies from off-duty status, working in a noisy environment, working with or exposed to violent/irate individuals, carrying/lifting over 25 pounds, hearing sounds/communication, handling/grasping objects, fingering objects, keyboarding, speaking clearly, color perception, close vision, depth perception, and far vision.

Incumbent occasionally works extended hours, weekends, evenings, and occasionally travels out of town, sometimes overnight, for continuing education classes and conferences.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Real Property Manager for the Assessor describes the duties and responsibilities for the employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date

Print/Type Name