

**MONONA COUNTY
JOB DESCRIPTION**

Position:	Field Appraiser	Reports to:	Assessor
Department:	Assessor	Revision date:	July 1993

GENERAL SUMMARY

Under the general supervision of the County Assessor, travels throughout county to appraise real estate and assess property values.

ESSENTIAL JOB DUTIES

Inspects, appraises and values real property annually. Travels throughout county looking for real estate changes such as new construction, remodeling and removal of buildings. Measures new buildings and additions. Records all changes on property cards.

Uses aerial photos to inspect land for conformity with current classification. Searches for changes such as clearings, roads or buildings.

Analyzes and records information regarding property changes. Uses Iowa Property Appraisal Cost Manuals and sales ratio studies to estimate changes in property value. Makes appropriate changes to assessor cards. Processes changes related to land transfers, splits, plats and legal descriptions in order to update tax list.

Deals directly with public in assessors office. Answers questions from taxpayers, real estate agents, insurance providers and appraisers regarding property cards, assessment procedures and property tax laws. Provides copies of assessor cards.

Distributes and receives applications for various exemptions and tax credits including homesteads, military, family farm and native prairie exemptions. Helps applicants complete forms and answers questions regarding laws and regulations.

Monitors registration of mobile homes throughout county using list of owners obtained from treasurer's office. Receives applications to convert mobile homes to real estate. Appraises mobile homes which have been converted to real estate by traveling to site, measuring and inspecting mobile home, and assessing quality.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of the principles and procedures of real property appraisal and assessment, mapping and tax assessment.

Knowledge of county roads and landmarks.

Knowledge regarding location of various information within the assessor's office and other government courthouse offices.

Skill in making judgments regarding building quality and property values.

Skill in dealing with people including hostile or uncooperative individuals.

Skill in effectively answering questions regarding assessment decisions and laws.

Ability to perform basic math functions, using calculator, real estate statistics and manuals, to estimate property values.

Ability to read legal land descriptions and find location on aerial maps and plats.

Ability to type forms and complete applications.

Ability to communicate in written and oral form.

Ability to measure dimensions of building using tape measure.

Ability to document accurate measurements on assessor cards and write legibly.

Ability to lift and carry heavy boxes of paper weighing up to 30 pounds.

ENTRY REQUIREMENTS

High school diploma or G.E.D. equivalent. A minimum of 2 years work experience in appraisal, real estate, or building construction. Courses or experience in assessment, real property appraisal, and mapping helpful. Must possess a valid Iowa drivers license, maintain insurability, and possess dependable vehicle for traveling to property throughout county.

WORK ENVIRONMENT

Work is performed outside and inside. Incumbent works while seated at desk, and travels to property throughout the county. Work includes exposure to extreme temperatures, humidity, and dust. Frequent walking, kneeling, bending and other movements may be required.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
 2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
 3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
 4. The County reserves the right to change or reassign job duties, or combine positions at any time.