

UNION COUNTY JOB DESCRIPTION

JOB TITLE: Property Appraiser I, II, or III

DEPARTMENT: Assessment & Taxation

APPROVED BY: County Assessor

DATE: August 2025

PURPOSE OF POSITION:

Appraise real and personal property throughout Union County for the ad valorem property tax system, ensuring compliance with Oregon statutes and administrative rules.

ESSENTIAL JOB FUNCTIONS:

Appraiser I & II:

- Appraise urban and rural residential property to determine the market value of land, buildings and structures using a market-related cost approach utilizing mass appraisal techniques.
- Perform fieldwork which includes, but is not limited to, physical inspection, measuring, and the compilation of construction details and interior components.
- Analyze quality and condition of property and determine quality classification and depreciation.
- Assist the public by providing information on property appraisals. Provide information on the property tax system as it relates to appraised values and property taxes.

Appraiser III:

- In addition to above, appraise farm/forest, commercial, industrial, recreational and multi-family property.
- Organize and perform a pre-appraisal set-up for a designated appraisal area as defined by established mass appraisal principles and office policy.
- Perform specialized studies and reports as needed.
- Consult with property owners, tenants, farm managers, and others to obtain information regarding yields and expenses of farm products. Includes collecting data on crops harvested, costs of fertilizers and farm chemicals, grazing rates, crop prices, unusual problems, storage, transportation and handling costs, government farm programs, etc. A thorough understanding of specially-assessed farm/forest land statutes. Knowledge of farm/forest soil classes.
- Field check forest land (designated and highest and best use) to determine if parcel meets minimum stocking requirement of trees as per the Oregon Forest Practices Act.

AUXILIARY JOB FUNCTIONS:

- Work with cadastral maps to determine the geographic location and dimensions of properties. Use aerial imagery, GIS, and web based maps to more accurately appraise properties with limited access.
- Maintain registration as a County Property Appraiser with Oregon Department of Revenue by attending required continuing education classes, training, conferences, and meetings, which may include out of town travel of one week or less.
- Maintain work area in a clean and orderly manner.

THE JOB FUNCTIONS STATED ABOVE COVER THE MOST SIGNIFICANT DUTIES PERFORMED BUT DO NOT INCLUDE OTHER OCCASIONAL WORK.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS:

- Education or experience in real property appraisal, residential/commercial construction, and/or business administration. Bachelor's Degree with course work in business, economics, accounting, forestry, geography, regional planning, natural resource management, engineering, real estate or related subject or any equivalent combination of education, experience and training which demonstrates the ability to perform the described duties.
- Ability to communicate effectively both verbally and in writing; compose clear and concise reports; gather pertinent data; accurately perform mathematical calculations. Ability to deal courteously and tactfully with the public.
- Possess thorough knowledge and skill in utilizing computer applications including word processing, spreadsheet and database programs.
- Ability to maintain effective and positive working relationships with other employees, county departments, and other agencies.

SPECIAL REQUIREMENTS/LICENSES:

Certification by the State of Oregon, per ORS 308.010, as a Registered Appraiser, or the ability to be a Registered Appraiser by passing the appropriate examination within the six month trial service period of employment. Possession of a valid Oregon Driver's License and a good driving record.

DESIRABLE REQUIREMENTS:

Experience in real property appraisal, residential/commercial construction, and/or business administration.

PHYSICAL DEMANDS OF POSITIONS:

While performing the duties of this position, the employee will sometimes be required to walk 2-3 miles, climb ladders, navigate catwalks, and move around heavy machinery and equipment. This position also can require that the employee sit for extended periods of time; reach, bend, stretch; and manipulate object, tools, or controls. The position requires mobility and the ability to operate a motorized vehicle. Must have the ability to drive in adverse weather conditions, occasionally for long distances or at night. Duties involve moving materials weighing up to ten (10) pounds on a regular basis and twenty (20) pounds occasionally. Manual dexterity and coordination are required while operating equipment such as computer keyboard, motorized vehicle, hand held calculator, tape measure, etc.

WORKING CONDITIONS:

Work locations are in all types of indoor and outdoor environments with exposure to all types of weather conditions and terrain on a year-round basis, including working outside in inclement weather. Some property inspection duties expose the employee to concentrated dust, grease, dirt, oil, fumes, tobacco smoke, animals and noise. The position can involve contact with angry individuals who may be verbally abusive. Must have the ability to deal effectively with stress.