



## Rogers County Job Opportunity

If interested please complete an application and return it to Rogers County HR located in the County Clerk's Office of the Rogers County Court House

Title: Commercial Appraiser	Department: Assessor's Office
Reports to: The Assessor	FLSA Status: Non-Exempt
Pay: Ranges \$3400-\$3500 monthly	Full Time/Part Time/Temp: Full-Time
Position Posted: 07/06/2017	Posting Closes: 08/04/2017

### **Position Profile**

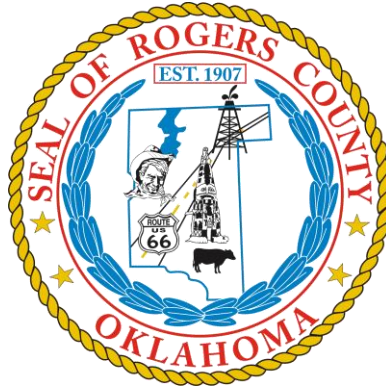
To apply recognized appraisal and mass appraisal methods and procedures to all designated parcels in Rogers County, according to ad valorem statutes of the State of Oklahoma. To gather pertinent commercial property data to assist the County Assessor in property valuation and may be directed to provide other valuation appraisal assistance as needed.

### **Duties and Responsibilities**

- Physically inspect (measure, grade, physical condition, functional utility and economic condition factor) all property. Verify and review any sales. Employ mass appraisal techniques that include market, cost, and income approaches to value.
- All new construction shall be listed and appraised by measuring and inspecting property, and interview of property owners. The appraiser shall observe and record construction data, conduct interviews with property owners, identify, measure, and sketch buildings.
- Review maps for accuracy and discrepancies during field audits.
- Perform quality control on all data entry of new construction.
- Final Review – Prior to finalization of the appraisal estimates and printing of change of value notices, a field inspection and critical examination of the preliminary indicators of value shall be made for each parcel of property in Rogers County.
- Provide information to customers by phone or in person. Information includes appraised values, cost sheets, aerial maps, and legal descriptions. Must be able to interpret and explain.
- Complete additional tasks as assigned by supervisor in order to fulfill goals and objectives.
- Establish and maintain effective working relationships with coworkers, county officials, other county employees, supervisors, other governmental agencies, contractors, and to the public.

### **Qualifications**

**Rogers County is an equal opportunity employer**



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. Upon conditional offer of employment pre-employment drug testing and background check is required.

### **Education and/or Experience**

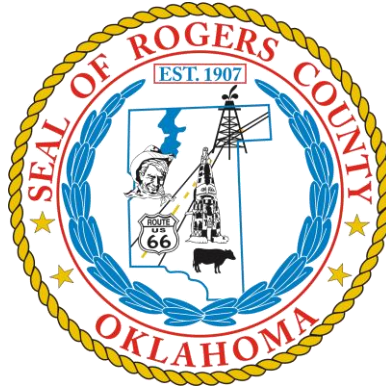
High School Diploma or G.E.D. equivalent. Associates or Bachelor's Degree preferred. Substitution of five years' experience in a related field (commercial appraisal) may be considered from educational requirements. Complete and pass all 7 state-approved ad valorem courses for Advanced Accreditation within 18 months of employment. Valid driver's license required. Experience: Two to five years office experience, familiarity with local geographic area, knowledge of engineering drawing techniques, and ability to draw sketches preferred.

### **Knowledge, Skills, and Abilities**

- Ability to exercise both subjective and objective reasoning.
- Ability to read maps and plats.
- Ability to measure structures accurately.
- Ability to render identification of and judgments concerning building structural features and the quality of construction.
- Ability to record descriptive data accurately and completely.
- Ability to communicate tactfully and courteously with the public.
- Proven ability to work well with peers, clients (users) and department heads.
- Effective communications skills both written and oral.
- Demonstrated training skills and effective leadership abilities.
- Proven skill in utilization of SQL databases, database management and maintenance
- Proven ability to portray a helpful, competent and professional image.
- Possess competent organizational skills.
- Must be proficient in the use of various equipment including workstations, printers, GPS units, cell phones and other related peripheral devices.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Requires abilities to read, write, speak and understand the English language; and read the most complex of documents including journals, industry-specific publications, and legal documents.
- Perform advanced mathematical computations up to and including probability and statistics.
- Travel locally, regionally, or as needed and/or at short notice.
- Maintain physical condition and stamina appropriate to performance of assigned duties.
- Update job knowledge by participating in educational opportunities; professional organizations; attending expos/conventions; and maintaining personal networks.

### **Physical Demands**

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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 under the statutes of the ADA.

**Notice:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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