

## Job Description

**Job Title: Senior Field Appraiser**

**Prepared By: County Assessor**

**Classification: Full-time**

**Prepared Date: May 12, 2015**

**Department: Assessor**

**Approved By: Human Resources**

**Reports To: Assessor & Deputy**

**Approved Date: 2/3/2016**

**Location: 525 E. Grand Ave.**

**FLSA Status: Non-Exempt**

**Job Summary:** To perform a variety of duties involved in the appraisal of real estate at fair market value based on gathered data and market conditions both in the field and office. Must have the ability to oversee and manage other Field Appraisers.

### Essential Duties and Responsibilities:

- Performs field inspections of improvements within Albany County, this includes working with property owners when present, collecting data using State and County guidelines and procedures, sketching all improvements to scale, and making qualified judgments regarding the quality and condition of each improvement.
- Ensures assessments accurately and fairly reflect property values that are legally defensible to the County Board of Equalization.
- Measures and photographs all structures in sufficient detail and accuracy.
- Enter data collected from inspections into the State of Wyoming Computer Assisted Mass Appraisal system efficiently and accurately.
- Use a mapping system while in the field to direct partner to any given property at any given time.
- Operate a County vehicle and observe all traffic laws and regulations.
- Oversee city and county building permits.
- Reads and fully understands both Marshall & Swift Handbooks and Field Manual.
- Trains new Field Appraisers as required.
- Conducts monthly field staff meetings.
- Maintains the Field Manual.
- Oversees all field staff.
- Ensures all field work gets done for the season in a timely and efficient manner.
- Work with the Assessor on assigning areas within Albany County to be reviewed.
- Provide testimony during County Board of Equalization hearings.
- Performs other duties as assigned or required.

### Education/ Training/ Experience:

High School Diploma or equivalent. Must have a valid driver's license and be able to work in all weather conditions. Possess a basic knowledge of computers. Must obtain and maintain a Permanent Certification of Property Tax Appraiser issued by the State of Wyoming within two years of employment. Must have two or more years experience in the field of appraisal. Must have the ability to manage and oversee field appraisers.