

Butler County Property Appraiser

Definition:

Under supervision of the County Assessor and Deputy County Assessor, the appraiser makes physical inspections of properties and completes appraisals on residential, agricultural and commercial classified properties. Does other related work as required.

Duties:

- i Measure and list new construction on residential, agricultural and commercial properties. Some new structures will be measured while construction is in progress.
- i Do research on, and inspect property to gather data required for appraisals, such as zoning and current use, or information regarding income amounts or cost to construct.
- i Enter gathered listing information into the assessor's Computer Assisted Mass Appraisal (CAMA) system.
- i Create sketches for dwellings and improvements on the CAMA system.
- i Use the CAMA system and the Iowa Real Property Appraisal Manual to develop assessed values.
- i Review, verify, and analyze sales data, both in the office and in the field.
- i Use the county's mapping system (GIS) to locate parcels and calculate lot sizes.
- i Assist taxpayers and the general public by answering questions in person or by phone.
- i Confers with the Assessor and Deputy Assessor with regard to appraisal questions and procedures.
- i Operate measuring devices, common office machines and computers.
- i Attend schools, conferences and meetings as required by the assessor.
- i Performs any other related tasks as required.
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Knowledge, Skills, and Abilities:

The ability to establish and maintain good working relationships with co-workers, contractors, property owners and the general public. Thorough knowledge of building construction practices, techniques and materials. The ability to read and understand blueprints and survey plats. The ability to make sound judgments, and to be concise and accurate. Has knowledge about appraising using the Iowa Real Property Appraisal Manual. Because this position requires outside work as well as office activities, the appraiser will be exposed to various weather elements, and physical requirements such as walking and climbing several types of grades and terrains. Must have a valid motor vehicle operator's license with state mandated insurance coverage.

Education:

High school graduation or a GED is required. Two years work experience with an emphasis on real estate, construction, or appraising real property is preferred. Employer willing to train. Applicant must possess the ability to learn.