



KOOTENAI COUNTY
invites applications for the position of:

Appraisal Technician II - Assessor

DEPARTMENT: Assessor - Residential Appraisal
SALARY: \$15.91 - \$18.51 Hourly
OPENING DATE: 03/11/21
CLOSING DATE: Continuous
SUMMARY:

RESIDENTIAL APPRAISAL TECHNICIAN II - ASSESSOR'S OFFICE



"Our mission is to provide professional, courteous service to the public with regard to the equitable valuation of all properties in Kootenai County."

Apply online at: <https://www.governmentjobs.com/careers/kcgov> by the Closing Date
Application must include cover letter, resume, references and responses to all questions in the application.

The Kootenai County Assessor's Office has one vacancy for Appraiser Technician.

Depending upon applicants meeting the requisite experience, knowledge and skill-sets, reserves the right to fill the position as either an Appraiser Technician I, or as an Appraiser Technician II. Applicants wishing to see the differences in the job descriptions between the Appraiser Technician I, or as an Appraiser Technician II, should visit the following web page and then search for "Appraiser Technician:

<https://www.governmentjobs.com/careers/kcgov/classspecs>

THE POSITION: Performs a variety of technical duties designed to ensure the consistent operation of the residential appraisal department. Assignments include but not limited to software adaptability, spreadsheet design, GIS applications, and revaluation project coordination.

The qualified Appraisal Technician II applicant will have at least 2 to 4 years of progressive appraisal experience as an Appraiser Technician I and will be a certified appraiser by the State of Idaho (of who can provide documentation from the ISTC that they will be certified by ISTC upon hire by Kootenai County). Performs semi-complex to complex statistical analysis, software adaptability, spreadsheet design, GIS applications, and revaluation project coordination.

CONTACT US:
Human Resources (208) 446-1640
kchr@kcgov.us

GENEROUS BENEFITS

- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, 11.94% employer contribution, and a lifetime payout upon retirement.
- Excellent and comprehensive medical, vision and dental plans and benefits package.
- A public student loan forgiveness program
- Employer-paid life, long term disability & AD&D insurance
- Employees also receive 10 paid holidays each year and a generous vacation and sick leave.
- To view our entire benefits package, visit: <https://www.kcgov.us/346/Benefits>

DO YOU QUALIFY?

- Do you have an Associate's degree in Computer Science related fields of study with a minimum of two (2) to four (4) years of progressively responsible work experience as a Technician I in the Residential Division?
- Have you successfully completed Appraisal Courses 101 and 102 by the International Association of Assessing Officers (IAAO)?
- Do you have advanced training in Microsoft Office application, ProVal, Arcview, NCSS or SPSS, Administration system software, Crystal Reports and Paperclip?
- Do you have Word I and II, Excel I and II and Crystal Reports certificates?
- Do you have good communication skills; you are good in working with people?
- Do you possess or have the ability to obtain a valid driver's license, and are you insurable?

THIS IS THE JOB FOR YOU IF:

- You are able to visually observe the physical details of characteristic data on property records to accurately review appraisals
- You are able to apply appropriate standardization methods and knowledge of appraisal technology
- You have a working knowledge of the laws of the State of Idaho as they relate to property assessment; working knowledge of the assessment process and its inter-relationship with other County departments

OUR LOCATION: Located in beautiful northern Idaho, and home to approximately 165,697 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes--an outdoor enthusiast's dream. The largest city and county seat is located in Coeur d'Alene and is on the majestic shores of Lake Coeur d'Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. To learn more about living in Kootenai County visit the following page: <https://www.kcgov.us/369/Living-in-Kootenai-County>

Applicant must successfully pass the County's pre-employment and subsequent drug tests, as well as a basic office skills test.

IMPORTANT INSTRUCTIONS: Please be sure to answer all questions in a thorough and complete manner, as your responses may be used to determine your overall score. Please do not answer with "N/A" or "na" or "See Resume" or "See Application" as these are not acceptable answers. If you are invited to a selection interview(s), by submitting your application and responses to this job posting, you thereby agree, and authorize, that your responses will be verified by checking references.

EOE / VETERAN'S PREFERENCE / DRUG FREE WORKPLACE

Apply at: <https://www.governmentjobs.com/careers/kcgov>

To view the full job description, search for "Appraiser Tech II" at: <https://www.governmentjobs.com/careers/kcgov>

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APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kcgov.us/departments/personnel/jobs/>

Position #2021-00042
APPRAISAL TECHNICIAN II - ASSESSOR
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451 N Government Way
PO Box 9000
Coeur d'Alene, ID 83816
(208) 446-1640

kchr@kcgov.us

Appraisal Technician II - Assessor Supplemental Questionnaire

- * 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.

☐ Yes ☐ No

- * 2. If you are a veteran, did you attach a copy of your DD214?

☐ Yes ☐ No

- * Required Question