



ADA COUNTY HUMAN RESOURCES

APPRAISAL SUPPORT TECHNICIAN

Assessor's Office

HIRING WAGE: \$17.21/hr

STATUS: Full-time with benefits

CLOSING DATE: August 1, 2021

APPLICATION MATERIALS: Apply online at adacounty.id.gov/jobs

GENERAL SUMMARY

Performs field and office functions in connection with the appraisal of real property. The work includes field inspections, sketching, and assisting appraisers as needed.

DISTINGUISHING FEATURES OF THE CLASS

The Appraisal Support Technician receives assignments that require the limited application of appraisal principles, methods and techniques. The incumbent works under limited supervision and receives guidance when working on new, unusual, or complex assignments.

ESSENTIAL FUNCTIONS

- Performs research on and inspects property to gather data required for appraisals;
- Collects and verifies the accuracy of assessment data and assures the correct data is in the official file for each property;
- Performs daily administrative functions for the appraisers office;
- Scans and files documents;
- Develops and maintains procedure manuals and flow charts for office administrative and appraisal procedures;
- Assists with developing and maintaining office policies and procedures documents;
- Keeps records of materials filed or removed using logbooks or computers;
- Organizes and prioritizes materials to be filed;
- Places material into high density filing system according to classification and identification information;
- Performs general office duties such as operating office machines, sorting mail, creating and applying new labels.

ADDITIONAL FUNCTIONS

- Inventories and tracks sensitive assets;
- May assist in answering taxpayer questions about assessments;
- Performs related functions as required.

JOB REQUIREMENTS

- High school diploma or equivalent;
- Must possess and maintain a valid driver's license;
- Knowledge of English grammar, spelling, punctuation and arithmetic;
- Knowledge of modern office equipment, practices and procedures;
- Knowledge of personal computers and word processing applications;
- Knowledge of Assessor's Office programs preferred;
- Skill entering data;
- Skill providing customer service;
- Skill accurately filing and categorizing documents;

- Ability to maintain confidentiality;
- Ability to follow written and verbal instructions;
- Ability to maintain effective working relationships.

OTHER REQUIREMENTS

- Must adhere to a professional code of ethics as a sworn Deputy Assessor.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed in both office and field settings;
- The work requires the incumbent to visit assigned properties, including construction sites, to gather information. These visits require the incumbent to move over the land and inspect various parts of structures and locate section markers on the ground;
- Sometimes the incumbent must negotiate fences, hazardous or steep terrain with rough and rocky surfaces;
- At times the incumbent may be exposed to dogs and/or farm animals and snakes;
- May be required to sit, stand, reach overhead, squat and bend in the performance of the primary job responsibilities;
- May be required to lift up to 20lbs.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

NOTE

Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.

** If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

Ada County Human Resources | 200 W. Front Street, 2nd Floor, Boise, ID 83702

Office: 208-287-7123 Fax: 208-287-6999

adacounty.id.gov