



**TWIN FALLS COUNTY**  
invites applications for the position of:  
**Appraiser Certified /**  
**Appraiser Trainee**

**SALARY:** \$15.47 Hourly

**OPENING DATE:** 07/15/21

**CLOSING DATE:** 07/22/21 10:00 PM

**POSITION INFORMATION:**

Apply ONLINE at [www.twinfallscounty.org](http://www.twinfallscounty.org)

**JOB DESCRIPTION:**

**CLASSIFICATION SUMMARY**

Appraises properties for ad valorem tax purposes; physically inspects and creates/maintains an inventory of properties as required by law. Property appraised may include improved and unimproved rural, farm, residential, and commercial properties, and manufactured homes, depending on assignment or specialization. Field inspections may result in stressful personal contacts and situations. The Appraiser must demonstrate tact and diplomacy in such situations. The work is performed under the supervision of the Appraisal Supervisor, Chief Deputy, and Assessor. The nature of the work requires the employee to be detail oriented and time sensitive to mandated deadlines. The Appraiser must meet required production quotas as established by the Assessor. The Appraiser also assists in appeals and does market analysis and research as needed. The principal duties of this class are performed in a general office environment and in the field, including exposure to adverse weather conditions. The duties of the job require the Appraiser to drive to various, sometimes remote, locations in the County.

**DUTIES / RESPONSIBILITIES:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)**

- Performs appraisals as required in order to maintain equality and uniformity and under the guidelines established by program supervisor;
- Assists and interviews public by telephone and in person concerning information regarding plats, ownership, assessments, taxes, records, tax exemptions, sales information, details about their property or any other items;
- Researches plats for land information and is responsible for computer diagram on land parcels being attached to the record;
- Takes measurements of the property, identifies construction types and techniques, and identifies condition and functional design as it relates to valuation;
- Records information on standardized forms and a computer field table, computes and drafts detailed diagrams to scale and to location;
- Gathers sales and market information within defined areas for periodic evaluations;
- Testifies at Board of Equalization, Board of Tax Appeals and in District Court, if needed, to defend appraisals and does in depth research and completes reviews of appraisals by using comparable sales and available market data;

- Meets required appraisal quotas on a weekly basis;
- Works with GIS Software for tracking appraisals to do and those completed;
- Assists in discovery and appraisal of personal property;
- Assists in all clerical duties; and
- Attends educational courses and seminars consistently to maintain (ad valorem) appraiser certification, which requires 32 credit hours every two (2) years.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Assists taxpayers in knowing their rights in the appeal process, concerning tax exemptions and explaining the overall assessment process; and
- Performs all other related duties assigned by Assessor, Chief Deputy, or Chief Appraiser.

**QUALIFICATIONS:****CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

**Knowledge of:**

- Mathematical skills;
- Knowledge of tax laws helpful;
- Knowledge of computer skills, on both AS400 mainframe and PC based systems;
- Good public relations skills;

**Skill and Ability to:**

- **Possess (or ability to obtain) and maintain a valid Idaho driver's license;**
- Recognize and schedule vehicle maintenance on assigned appraisal vehicle;
- Define, recognize and locate properties and ownerships within the county using county records;
- Perform field work with no supervision or office contact for up to eight (8) hours per day;
- Identify and report information related to sales studies and its effect on area valuation. Consider locations and trends to impending changes that could influence immediate or future value of property;
- Must be able to work effectively with fellow employees, professionals and the general public;
- Perform appraisals of farm properties, residential, aqua-cultural, commercial, industrial, and all types of property as assigned by the Assessor;
- Sit with intermittent moving in an office or vehicle environment for up to eight (8) hours per day, five (5) days a week. Lifting of office supplies and plat books weighing 10-15 lbs. and measuring 3 ft. x 3 ft., talking and hearing (in person and by telephone), memorizing and seeing (e.g., documents, etc.);
- Climbing, stooping kneeling, crouching, standing, walking, balancing, and repetitive motions (i.e., typing and misc.) periodically up to eight (8) hours per day five (5) days a week.
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, etc.)
- Recognize different shades of colors for zoning requirements and diagrams;
- Ability to lift 40 lbs.
- Stand/ walk/ maneuver in all outside weather conditions for extended periods of time.
- **Ability to perform essential duties efficiently and accurately with or without reasonable accommodations and without endangering incumbent or other employees.**

**ACCEPTABLE EXPERIENCE AND TRAINING:**

- Have a high school diploma or equivalent;

- Ability to acquire and maintain Idaho State Appraisal (Ad Valorem) Certifications. (Idaho State Tax Commission Certification for ad valorem purposes consists of completion of IAAO course 101 and IAAO Course 102, and having a minimum of 1 year experience in the field appraising. In addition, there is a continuing education requirement to maintain certification.)

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, bend, use hands to keyboard or type, reach with hands and arms, operate a motor vehicle, and occasionally lift up to 50 lbs. Specific vision abilities required by this classification include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus to comprehend written work instructions, and prepare and maintain written records. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions, and communicate effectively in person, and by telephone. While performing the duties of this classification, the employee works in an office environment.

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If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.twinfallscounty.org>

Position #202100058  
APPRAISER CERTIFIED / APPRAISER TRAINEE  
KG

P.O. Box 126  
Twin Falls, ID 83303  
208-736-4174

[hr@tfco.org](mailto:hr@tfco.org)

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